OPEN SYSTEMS® Accounting Software

Payroll
User's Manual

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This document has been prepared to conform to the current release version of OPEN SYSTEMS Accounting Software. Because of our extensive development efforts and our desire to further improve and enhance the software, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

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Introduction 1

Welcome to OSAS™

The OPEN SYSTEMS Accounting Software (OSAS) product line consists of several accounting applications. Each application addresses a different phase of your financial operations; together, they form a powerful accounting solution to your daily and periodic accounting needs.

Customer Support

Open Systems has a strong commitment to customer service and product quality. If you have difficulty in using Open Systems products, consult the user's manual and other OSAS reference materials. If you need more information, consult a customer support representative.

OSAS Overview

Resource Manager

The Resource Manager application is the foundation or shell of OSAS; it provides the operating environment that holds the other applications. Resource Manager also includes three powerful business features: Global Inquiry, Executive Information Summary (*EIS*) and Print Manager. With Global Inquiry, you can drill around your accounting data to find selected information throughout your system. With EIS, you can access company information quickly and view summaries of all aspects of a company or a group of companies. With Print Manager, when you print reports to file, your reports can be stored, sorted, printed, and searched for specific text.

Base Applications

Base applications are designed and produced with the largest possible number of industries in mind. They are most effective when you interface them with each other. Base applications are usually named after common accounting operations. Examples are: General Ledger, Accounts Payable, Purchase Order, Accounts Receivable, Sales Order, Payroll, and Inventory.

OSAS Versions 6.1 and Higher

You can use OSAS versions 6.1 and higher in text (or character-based) mode on any supported operating system.

In Windows environments, you have the choice to use either the text version or the graphical version. While the interface is different in the two versions, the functions in both versions are the same in screen layout and in function. The OSAS user's manuals show screens in the graphical format. You can, however, apply the information shown in the graphical examples to the text version with ease.

For specifics on using the graphical version of OSAS, refer to page 1-21.

For specifics on using the text version, refer to page 1-43.

The Payroll System

Use the Payroll system to automatically figure employee wages; federal, state, and local withholdings; and deductions. The Payroll system also tracks bonus pay and sick and vacation time and accumulates information for tax reporting. Finally, use the Payroll system to produce paychecks, reports, and employee W-2 forms.

Menu Structure

The Payroll menu structure is similar to the structure of other OSAS applications: functions appear roughly in order of use.

Codes Maintenance

Use the functions on the Codes Maintenance menu to set up such codes for your payroll system as earning codes, deductions, and withholdings.

File Maintenance

Use the functions on the File Maintenance menu to set up and maintain information about your employees. For example, use the Employees function to establish and update information about your employees.

Employee Inquiry

Use the Employee Inquiry functions to view (not change) information about employees. If you are running OSAS through a multiuser network, several people can look up the same information at the same time.

Daily Work

Once you establish the employee records through the File Maintenance and Codes Maintenance functions, you can use the Daily Work functions to enter transactions for your employees. The kind of entries you make depends on how your employees are paid—whether the employee is paid by the hour or piece or whether the employee is salaried. You might not use the Daily Work functions every day; if your employees are paid monthly, for example, you might enter transaction information only once a month.

After you enter transactions, you can edit and review them. Then post the transactions so that you can produce paychecks.

Payday Work

Use the Payday Work functions to calculate and/or enter, produce, and post checks. The system can automatically calculate an employee's pay (for example, if the employee is salaried), or you can manually enter checks (for example, if the employee is paid according to how many pieces he or she produced).

You can also void checks, adjust vacation and sick hours accruals, and produce several reports.

Reports

Payroll offers two categories of reports: Payroll Reports and Personnel Reports. Both types summarize information from files. The Payroll Reports show information primarily from the history files. The Personnel Reports show information from the employee files.

Use the Reports functions as often as necessary to produce summarized information about transactions, tax information, employees' statuses, and salary history.

Periodic Processing

After doing daily work and producing reports, you can use the Periodic Processing functions to produce monthly, quarterly, and annual reports for federal, state, and local tax authorities. You can also produce a worksheet that helps you fill out the 941 form, and you can produce employee W-2s. Finally, you can close last year's files in preparation for the new year.

Master File Lists

Information that you enter in the File Maintenance functions is kept in major files. Use the Master File Lists functions to produce the contents of the files: details about employees, withholdings and deductions, and payroll formulas.

File Information

The information you enter in Payroll functions is stored in files. Each file falls into one of four categories: employee files, attribute files, temporary files, and history files. (OSAS does not make a distinction between categories of files. The files are described in terms of categories to give you a better of idea of how each fits in.)

Employee Files

The employee files serve as permanent sources of information: data stays in the files until you remove it.

The PAEGxxx (Employee General Information) file holds the following information, which you enter through the Employees function:

- employee ID, name, social security number, address, phone number and e-mail address
- equal employment opportunity code, vacation and sick accrual codes, and earning code
- department, group code, labor class, and payment type (hourly or salaried)
- salary and/or hourly pay rate
- pay periods per year
- job title
- accrued and taken sick and vacation time

The PAEPxxx (Employee Personnel) file holds the following additional employee information, which you enter through the Employees function:

- educational history
- pay change and bonus information
- ten user-defined dates
- comments

The PAESxxx (Employee Federal/State/Local Withholdings) file stores the federal, state and local withholding codes that an employee is set up to have money withheld for. A code is set up for each state or locality the employee works in.

Attribute Files

The attribute files hold data that you can assign to each employee. These attributes often carry their own function names. These files serve as permanent sources of information: data stays in these files until you remove it.

The PACO (Payroll Codes) file stores information about federal, state, and local tax districts, which you enter through the Tax Authority Setup function. Each state or local code record contains the withholding code, tax table ID, and tax formula for the tax district. The file stores both employee- and employer-side withholding information.

The PADExxx (Employee Deductions) file stores information for each payroll deduction, which you enter through the Deductions function. Each deduction has a description and a general ledger account number; whether or not the deduction is deferred compensation, employer-paid, and calculated on gross or net pay is indicated. The PADExxx file also stores the employer liability account number for employer-paid withholdings and the override factors for deductions.

The PADDxxx (Company Deductions) file stores the payroll deduction codes and information relating to these codes, which you enter through the Deductions function.

The PADPxxx (Department) file stores general information for each department you set up: each earning code for the department, the employer-paid withholding and deduction, and pieces totals and total hours for the department. You enter this information through the Departments function.

The PADXxxx (Deduction Exclusion) file stores exclusions of earning codes from payroll deductions, which you enter through the Deductions function.

The PAECxxx (Earning Codes) file stores information that you use when entering time tickets or manual checks. Each earning code includes the following information, which you enter through the Earning Codes function:

- description
- whether or not the earning code is included in net pay and fixed withholding
- the earning type
- the general ledger account number
- the multiplier and add-to-base factor

The PAETxxx (Earnings Types) file stores earning codes information, which you enter through the Earning Types function. (Each earning code must be assigned an earning type.).

The PAEXxxx (Employee Exclusion) file stores withholding code exclusion records for employees and the override factors for each withholding code, which you enter through the Employees function.

The PAFMHDR (Formula Definitions) file stores the individual formula lines needed to process a function. Set up these formulas through the Formula Maintenance function.

The PAFMLIN (Formula Line Detail) file stores separate lines of a complete formula.

The PAGDxxx (Tax Group Detail) and the PAGHxxx (Tax Group Header) files store combinations of tax authorities and withholding codes for use in calculating tax withholdings for employees.

The PAINxxx (Payroll Information) file stores a variety of general information, which you enter through the Payroll Information function:

- records for state unemployment report
- company address
- bank account ID
- degree codes and descriptions

The PALCxxx (Labor Class) file stores the labor classes and their descriptions, which you enter through the Labor Classes function.

The PARExxx (Recurring Entries) file stores information about recurring time tickets, which you enter through the Recurring Entries function.

The PAWIxxx (Withholdings) file stores payroll information for federal, state, and local withholdings, which you enter through the Withholdings function. Each withholding has a description, a general ledger account number, a tax ID, and a fixed percentage (if appropriate); whether or not the withholding is employer-paid and the weeks worked limit are indicated. If the withholding is an employer-paid withholding, this file also holds the employer liability account.

The PAWXxxx (Withholding Exclusion) file stores the exclusions of deductions and earning codes from payroll withholding, which you enter through the Withholdings function.

Temporary files

The temporary files store information created from an action you perform and send that information to a different file—usually a history file—when you post.

The PACDxxx (Checks Deductions) file stores the deductions taken for each employee paycheck.

The PACExxx (Checks Earning) file stores the earning codes for each employee paycheck.

The PACHxxx (Checks) file stores the latest batch of unposted checks that have been prepared for employees.

The PATPxxx (Transactions Post) file stores records that were posted after transactions were entered. Records are stored for each earning code, deduction code, and pieces (if you pay employees piece rates). Earnings can be split between paychecks if a sequence number is assigned to each transaction. The Calculate Checks function creates checks based on the information stored in this file. When you post checks, this file is cleared.

The PATRxxx (Transactions) file stores the detailed records of time tickets and miscellaneous payroll entries you make through the Payroll Transactions function. You can view the contents of the file by producing the Time Ticket Journal and the Miscellaneous Deductions Journal. The file is cleared when you post transactions.

The PACWxxx (Checks Withholdings) file stores the withholdings for each employee paycheck.

History Files

The history files get information as a result of a post.

The PAEDxxx (Employee Deduction History) file stores month-to-date, quarter-to-date, and year-to date information about each employee's payroll deductions.

The PAEExxx (Employee Earnings History) file stores each employee's month-to-date, quarter-to-date, year-to-date earnings and hours worked—both gross and net pay amounts.

The PAEMxxx (Employee Miscellaneous History) file stores miscellaneous historical information for each employee: weeks worked, allocated tips, cost of GTLI, DCB, 457 and non-457 plans for each month, advance EIC payments, uncollected Medicare, and other information.

The PAEWxxx (Employee Withholding History) file stores month-to-date, quarter-to-date, and year-to date information about each employee's payroll withholdings.

The PAHCxxx (Check History) file stores general information (employee ID, department, check number) for each check you disburse for payroll expenses. Check records are deleted through the Periodic Maintenance function.

The PAHDxxx (Check Deductions History) file stores a record of the deductions taken from each check you disburse for payroll expenses. Check records (and the deductions associated with them) are deleted through the Periodic Maintenance function.

The PAHExxx (Check Earnings History) file stores a record of the earnings associated with each check you disburse for payroll expenses. Check records (and the earnings associated with them) are deleted through the Periodic Maintenance function.

The PAHWxxx (Check Withholdings History) file stores a record of the withholdings associated with each check you disburse for payroll expenses. Check records (and the withholdings associated with them) are deleted through the Periodic Maintenance function.

The PATHxxx (Transaction History) file stores the time tickets and miscellaneous payroll entries you make through the Payroll Transactions function. Transaction history is deleted through the Periodic Maintenance function.

The PAHVxxx (Leave Adjustment History) file stores the positive and negative adjustments you make to an employee's sick and vacation pay.

File Interaction

Daily, Payday, and Periodic Work

Once your Payroll system is set up, nearly all the new data in the system comes through the PATRxxx file. This file stores the detailed records of each transaction entry. To view the contents of the file, produce the Time Ticket Journal and the Miscellaneous Deductions Journal.

Periodically you post detailed information from the PATRxxx file to the PATHxxx, PATPxxx, and PADPxxx files. After the information is posted, the system prints the totals for the earning codes; the grand totals of all hours and wages; the totals for deductions and one-time contributions; and the grand totals of all deductions.

How often you post this information is up to you, but you must post it before you can calculate payroll checks. After the information is posted, the data from the PATRxxx file is deleted to make room for the next series of entries.

Here is a closer look at the relationship between the PATRxxx file and other files in the Payroll system.

Posting Payroll Transactions

When you post payroll transactions, you can save the details of each transaction in the PATHxxx file. It keeps a record of all transactions so that you can analyze your payroll expenses. Posting payroll transactions also updates the PATPxxx file.

When you post payroll transactions, summary information is transferred to the PADPxxx, PATHxxx, and PATPxxx files. They store such information as the number of hours worked and pieces produced (if appropriate); hourly and premium wages; and vacation, sick leave, or other out-of-the-ordinary payroll transactions.

The information in the PADPxxx file is used when you print the Department Report and when you post labor expense to General Ledger. The information in the PATHxxx file is used when you print the Transaction History Report.

The information from the PAHDxxx, PAEDxxx, PAEExxx, PAEMxxx, PAEWxxx, PAHCxxx, PAHExxx, PAHWxxx, PATHxxx, PAEGxxx, and PAESxxx files is used to produce, for example,

- payroll checks
- the Quarterly Employer’s Tax Report
- the Quarterly Withholding Report
- the Sick Leave and Vacation Report
- the Employee Detail List
- W-2 forms and magnetic media
- the Check History Register

Calculating Checks

With the Payroll system you can calculate checks for 1, 2, 4, 12, 21, 24, 26, 27, 52 or 53 pay periods a year.

To calculate checks for hourly employees, the system uses the accumulated totals of the summary information posted from the PATRxxx file to the PATPxxx file since the last time you calculated checks. For salaried employees, the system reads the amount stored in the PAEGxxx file. For both, it reads the deduction and withholding information in the PADExxx, PAEMxxx, PAEWxxx, and PAESxxx files to calculate appropriate deductions, withholdings, and net pay, protecting against exceeding withholding limits or declining balance deductions. Check records are then stored in the PACDxxx, PACExxx, PACHxxx, and PACWxxx files.

If an employee is set up to receive more than one paycheck (for example, if the employee worked in different departments or is receiving a bonus), the system automatically calculates multiple checks for the employee. If you void one of the multiple checks, the system does not recalculate the remaining checks.

If you have produced manual checks, you can use the Manual Checks function to recalculate them.

Information from the PACDxxx, PACExxx, PACHxxx, and PACWxxx files is used to produce

- the Edit Register
- payroll checks
- the Check Register
- the Withholding Report
- the Employer’s Tax Report

After you print the paychecks and the related reports, post the check detail to the PAHCxxx, PAHDxxx, PAHExxx, and PAHWxxx files. These files store the detail of the paychecks so that you can review checks when you need to investigate salary, deduction, or tax withholding questions. Information in these files appears in the Check History Register.

Posting checks transfers summary information to the PAEGxxx, PAEDxxx, PAEExxx, PAEMxxx, and PAEWxxx files. This information includes such things as the number of hours recorded for each employee and the type and amounts of pay each should receive for them. Specifically, it includes earning code entries from checks, tips, pieces completed, vacation and sick leave hours and pay, and deductions and withholdings from pay.

Year-End Maintenance

At the end of each calendar year, do year-end maintenance to prepare your files for next year’s entries. This procedure accomplishes the following things:

- clears out the quarter-to-date and year-to-date balances in the PADPxxx file
- removes history from the PATHxxx and PAHCxxx files previous to the date you specify (optional)
- clears out month-to-date and year-to-date balances and removes records of terminated employees from the PAEDxxx, PAEWxxx, PAEPxxx, PAEGxxx, PAEExxx, PAEMxxx, and PAEWxxx files
- creates last-year files

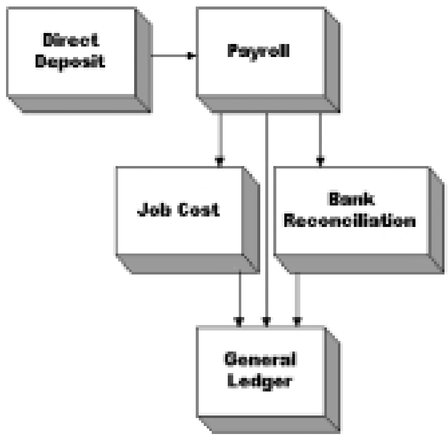
When you do year-end maintenance, files for the previous year are created with the extension *.LY*. You can begin processing in the new year while you are completing processing for the previous year. After you have produced your W-2s and backed up your files, you can use the Close Last Year function to delete last-year files and to make room for next year’s entries.

Note

After you delete last-year files, you cannot produce W-2s unless you have backed up your files.

Application Interaction

Payroll can be used as a standalone application, but you can get optimal use from it when you interface it with other applications.



Interfacing applications means that the information you enter in one application can be transferred to and used in other applications. So it reduces data entry time and the number of errors that might creep in along the way.

Conventions

Your manual will help you to install OSAS on any standard machine within many popular operating systems and help you with your accounting software questions. In the manual, we use the term “Conventions”, or standards, to help describe complicated processes, new terms, and to help you use your OSAS applications.

Manual Conventions

The *Payroll User’s Manual* is divided into the following sections:

- “Introduction” provides an overview of this application and the OSAS system, and the basic functionality of the application including graphical and text-based application features, and function key references.

- “Application functions” explains the functions within the application: where each function fits within the application, and how to use each function to get the most out of the application.

Mouse Conventions

The standard mouse has two buttons, left and right, each performing certain functions. In this manual, we use these terms for using the mouse: *click*, *right-click*, *double-click*, and *deselect*.

The *click* is a single press on the left mouse button. Place the cursor over the desired function, and press the left button to enable, or “select”, that function.

A *right-click* is a single press of the right mouse button.

To *double-click*, move the cursor over the desired function, and quickly press the left mouse button twice. If there is too long a pause between clicks, the computer may interpret your action as two separate clicks and may not perform the desired function.

To *deselect* an object, move the cursor off the icon or folder onto a blank space within the window and press the left mouse button.

Note

Some mouse manufacturers allow you to change the function of the mouse buttons for those who prefer (for example) to use the mouse with their left hand. In this case, reverse the commands when you use them. For example, a click refers to a single press of the right mouse button, while the term right-click refers to a single press of the left button, and so on.

OSAS Conventions

Operations in OSAS follow conventions, or patterns. The conventions used in OSAS applications are presented below.

Running OSAS

OSAS runs in an operating system supported by 150 megabytes of permanent storage and 4MB of RAM. You may need additional space or memory, depending on the size of your data files and the operating system you use. Consult your reseller for more information.

Starting OSAS

To start OSAS on a computer running Windows, double-click the OSAS shortcut on the desktop or in the appropriate folder.

To start OSAS on an operating system other than Windows, enter **osas** at the operating system prompt.

The **osas** command can recognize three parameters: -t, -c, and -a.

The terminal ID (-t) is the identification code assigned to the terminal you are using to run OSAS. On multiuser systems, each terminal usually has a default ID that was assigned to it when the terminal was added to the system. Use the -t parameter only when you want to log on with an ID other than the default ID. The terminal parameter is valid only if you are using Resource Manager for LANs.

The company ID (-c) is the identification code assigned to a company. If your system carries two or more companies and you do not enter a company ID, the menu of the company entered by the last person who used the terminal appears.

The access code (-a) is your personal password. Refer to the *Resource Manager User's Manual* for information about assigning passwords.

The most general expression for getting into OSAS takes all the parameters into account. For example, if you are on terminal 2, you want to work with company B, and the password is *selena*, specify that information to enter the system:

osas -t T2 **-c** B **-a** selena

In UNIX you can enter the parameters in any order, and you can use any combination. You must leave a space between the parameter mark (-t, -c, or -a) and the parameter itself.

In Windows you can click on the shortcut's properties and, in the Target field, enter your access code and your company ID. For example, using selena as your access code and H as your company ID, enter

C:\osas\progRM\osastm.exe -m4096 **-t**T00 **-n**T00 **- -a**selena **-c**H

In the Windows icon properties, the parameter marks (-m, -t, or -n) can be entered in any combination but must be before the separation dash. The access code and company ID commands (-a and -c) must be entered *after* the separation dash.

GUI/Text Command Conventions

When you see the phrase "use the **Proceed (OK)** command" in the user's manuals, you can press the **PgDn** key in either text or graphical mode. In graphical mode, clicking the **OK** button has the same effect as pressing the **PgDn** key.

Menu Conventions

When you start OSAS, the Main menu, which presents the applications you can use, appears. If you are using the Resource Manager for UNIX or Linux, the Text menu appears.

If you are using the Resource Manager for Windows, you can choose between the Text menu, the Graphical menu, or the Start-style menu. In Windows, use the Workstation Configuration Defaults function (see the *Resource Manager User's Manual*) to select the style of menu you want displayed by default, or you can press Shift-F5 to toggle between the menu styles from any menu. You can use any of the menus regardless of whether you use the text or graphical modes for the OSAS functions.

Favorites Menu

The Favorites menu operates in any of the menu formats. The Favorites menu allows quick and easy access to the OSAS functions you use most, allowing you to add selections for entire menus or particular functions.

With the Favorites menu, you save time in no longer switching to and from commonly accessed applications. For example, if you perform tasks in several applications, such as Transactions and Cash Receipts in Accounts Receivable, GL Account maintenance in General Ledger, and Price and Item Inquiry functions in Inventory, you can set up a Favorites menu rather than moving between each application's menus. Once you have set up your Favorites menu, you can open a function for use with one press of the **Enter** key or the click of a mouse button.

Favorites Menu: Graphical Style

For a sample of the Start-style favorites menu, see page 1-31. For a sample of the text favorites menu, see page 1-45.

OSAS Graphical

In a Windows environment, you can choose from two types of graphical-style menus. The standard Graphical menu features application selections that resemble many Windows functions. The Start-style menu is named because of its functional resemblance to the Start menu in Windows 95, 98, NT and 2000.

Both graphical menus provide pull-down menus, convenient tool buttons and easy access to your installed applications and their functions using either the mouse or keyboard. The two graphical menus provide you with a visual choice in your interaction with OSAS and your data.

When you select an application in either graphical OSAS menu, the application's main menu, presenting several related functions, is displayed beside the OSAS menu. Selecting a function leads you to either a function screen or another menu.

Several commands are available within the menu to perform various tasks such as changing the system date, entering access codes, switching between sample data and live data, and so on. You can perform these menu commands in these ways (if a button or pull-down menu selection is muted or gray, it is not available for use):

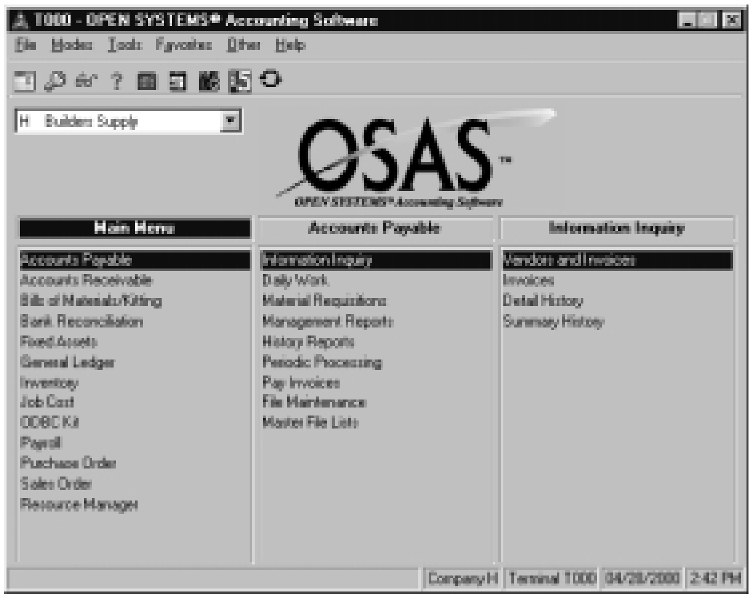
- click the appropriate graphical tool button
- select the command from a pull-down menu
- press the associated keyboard hot key

If you use the graphical menu, you can select application menus and functions by clicking the function or menu name on the menu, or by highlighting your choice and pressing **Enter**.

If you choose the Start menu you can select applications from the Main menu by using the arrow keys to highlight your choice and pressing **Enter,** by clicking the selection, or by holding the mouse cursor over the selection until the menu appears.

From any application menu, you can select a button from the previous menu to move directly to that menu. If you are several menu levels away from the Main menu, you can return to the Main menu by clicking items on the previous menus.

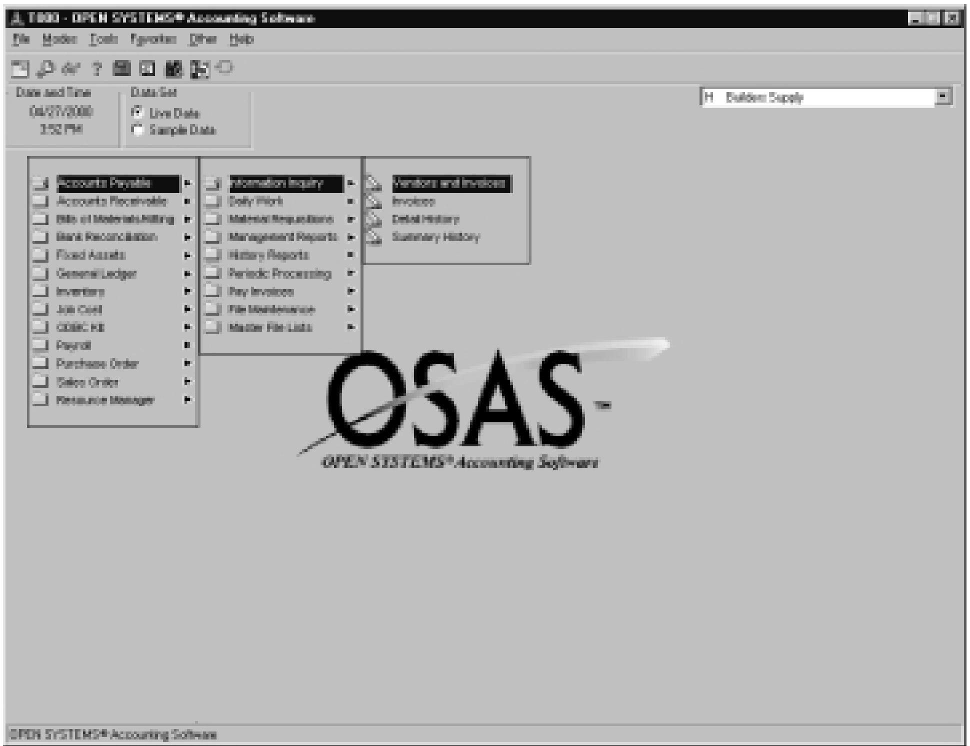
Graphical Main Menu



You can exit from a Graphical menu in these ways:

- select a button from a previous menu
- press the **Tab** key to go to the OSAS menu
- click the Close box in the upper right hand corner of the window to close OSAS
- use the **Exit** (**F7**) command to close OSAS
- select **Exit** from the pull-down File menu to close OSAS

Start Main Menu



You can exit from a menu in these ways:

- press the left arrow key to go to the previous menu (one menu up)
- hold the mouse over a different menu choice
- press the **Tab** key to go to the OSAS menu
- click the Close box in the upper right hand corner of the window to close OSAS
- use the **Exit** (**F7**) command to close OSAS
- select **Exit** from the pull-down File menu to close OSAS

Special Commands in Graphical Menus

In either graphical menu, you can right-click on a menu selection to display the Special Commands menu, which allows you to perform these special tasks:

From the standard menus:

- add a function or menu to the Favorites menu
- change to the Favorites menu
- change from live to sample data and vice versa
- display information about a function
- perform special application setup

From the Favorites menu:

- remove a function or menu
- change to the Main menu
- change from live to sample data and vice versa
- display information about a function
- perform special application setup

Menu Keys

Keyboards have a set of function keys (labeled with the letter *F* and a number), which can be used to perform certain functions within OSAS. In OSAS menus, these commands are assigned to the function keys.

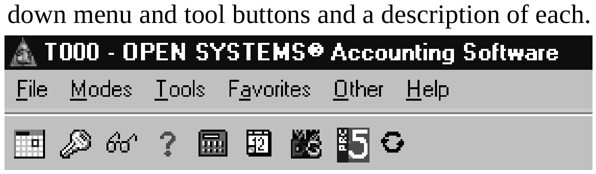
Key (Command)	Operation
F1 (Key Help)	Displays the tool buttons and functions keys you can use.
F2 (Favorites Menu)	Displays or returns from the Favorites menu.
F4 (Access Code)	Displays the Access Code dialog box.
F5 (Live/Sample swap)	Switches between live and sample data.
F6 (Workstation Date)	Displays the current workstation date and allows you to change it.

Key (Command)	Operation
F7 (Exit)	Exits from OSAS.
F9 (Application Setup)	Performs certain application setup tasks. For example, in General Ledger, you can select the year with which you want to work. If Setup is required in an application, the application's user's manual will describe its usage.
F10 (Add/Remove Favorites)	Adds functions to and deletes functions from your Favorites menu.
Shift-F2 (Application Info)	Displays information about the applications you have installed.
Shift-F5 (Change menu style)	Switch between text and graphical menu styles without going into Defaults.
Shift-F6 (Toggle GUI screens)	Toggles between graphical screens and text-based screens for the functions you use.
Shift-F7 (Toggle GUI scaling)	Toggles screen scaling on and off. When scaling is off (the default setting), the graphical screens become smaller when you use higher monitor resolutions.

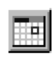
Pull-Down Menus

When using the graphical menus, you can use the pull-down menus and tool buttons (buttons with graphical icons in a row below the pull-down menus) to access functions without using the function keys. While the function keys work in the graphical menus, the menu bar and tool buttons offer you a choice in accessing these functions. Such a choice is common in graphical Windows applications.

Using the mouse, you can either move the cursor to the menu and click once, or click on a tool button for the function desired. Below is a sample of the OSAS pull-down menu and tool buttons and a description of each.



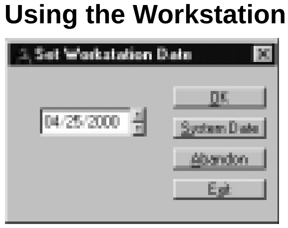
File Menu

Command	Tool Button	Key	Result
Access code		**F4**	Displays the Access Code dialog box. See Access Code dialog box below.
Sample data set or Live Data set		**F5**	Toggles between the Sample Data and the Live Data.
Workstation date		**F6**	Displays the Workstation date dialog box. See Workstation Date dialog box below.
Exit		**F7**	Exits from OSAS.

Using the Access Code dialog box

To change the access code, enter the code in the field. Then click **OK** to save your entry and return to the OSAS menu, or click **Exit** to abandon the dialog box and return to the menu.

Using the Workstation Date dialog box



To set a new workstation date, enter the date in the field, use the up/down buttons to increase/decrease the date displayed, or click **System Date** to change the date to match the operating system date. Then click **OK** to change the workstation date, **Abandon** to restore the original date displayed, or **Exit** to return to the Main menu.

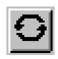
Modes Menu

Command	Tool Button	Key	Result
GUI Functions		**Shift-F6**	Toggles between GUI function screens and text function screens.
Scale GUI Screens		**Shift-F7**	Toggles scaling of GUI screens on and off. When scaling is off (the default mode), the screen size is smaller when you use higher monitor resolutions.

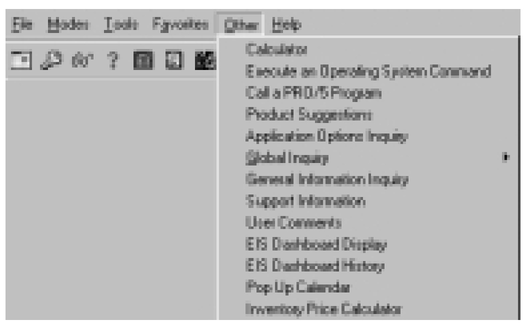
Tools Menu

Command	Tool Button	Key	Result
Calculator			Displays the Windows calculator.

Favorites Menu

Command	Tool Button	Key	Result
Change to Favorites		**F2**	Displays the Favorites menu/Main menu. See *Graphical Favorites Menu* on page 1-31.

Other Menu



The Other menu contains a set of utilities. A calculator and Global Inquiry (which presents data from several applications) are two of the utilities on the Other menu. See the *Resource Manager User's Manual* for information about all of the utilities on the Other menu.

Help Menu

Command	Tool Button	Key	Result
Help		**F1**	Displays descriptions of the application menus and functions.
About OSAS			Displays the About OSAS dialog box.

Tool Bar Icons

There are three icons on the tool bar that were not described above.

Tool Button	Key	Result
	**Shift-F2**	Displays the Application Information dialog box.
		Displays the pop-up calendar screen. You can use the calendar to add and review reminders for any date.
		Opens an MS-DOS prompt.
		Displays a screen for calling any BBx program that does not require variables to be passed to it. See Appendix F the *Resource Manager User's Manual.*

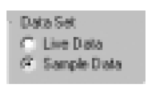
Other Graphical Menu Features

The graphical menus offer more than shortcuts to menu commands. You can also switch between live and sample data, or change to another company and its data set.

Change Company Field

Select the company to change to from the pull-down list box.

Data Set



On the Start menu, you can check the **Live Data** radio button to work with live data, or check the **Sample Data** radio button to work with sample data. You can also press **F5** to change between sample and live data.

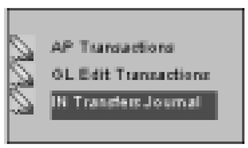
Right-Click Menu

Screen (Key)	Description
Add to/Remove Favorites (**F10**)	Use the Add to/Remove Favorites menu button to add the desired submenu or function to or from your Favorites menu.
Change to Favorites/Main (**F2**)	Toggles your display menu between your Favorites menu and your Main menu.
Sample data/Live data (**F5**)	Switches between your sample data and your live data.
Setup (**F9**)	Performs certain application setup tasks. For example, in General Ledger, you can select the year with which you want to work. If Setup is required in an application, the application's user's manual will describe its usage.
Function Information (**F1**)	Displays information about the selected function.

Graphical Favorites Menu

Your Favorites menu saves time in moving between applications, opening and closing submenus and application menus, and allows easy access to your common applications. By setting up your Favorites menu, you can access your most-used functions or submenus by pressing the **F2** key (or by selecting Favorites from the pull-down menu).

Favorites Menu: Start Style



To add a function to the Favorites menu from the main OSAS menus, simply highlight the function you want to add on the menu and press the **F10** function key to add it to Favorites.

To remove a function from the Favorites menu, highlight the function on the Favorites menu and press the **F10** function key to remove it from the menu.

You can also use the right-click menu to add a function to Favorites or to remove a function from Favorites.

Graphical Function Commands

Once you select an OSAS application function from the menu, the function screen appears. The way that you enter data on OSAS screens is consistent from function to function. To move around the OSAS screens you use the function commands described below.

In OSAS, commands are assigned to various keys on your keyboard, as well as to certain tool buttons and pull-down menu selections. You can use these commands to work with data entry screens. If a tool button or menu selection appears grayed-out or muted, the command is unavailable at this time.

Function Tool Bar Buttons

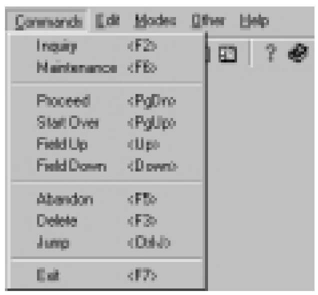
Tool Button	Key	Result
	**F6**	Go directly to the appropriate File Maintenance function to update information about the field you are in.
	**F3**	Delete the information on the screen. Since this command can delete an entire record, use it with caution.
	**PgUp**	Move the cursor back to the first field on the screen or to the first field after the key field without erasing the entries or changes you made.
	**Shift-F9**	Copy the contents of the current field.
	**Shift-F10**	Paste the contents you copied from a previous field into the current field.
		Displays the calculator screen.
		Displays the pop-up calendar screen. You can use the calendar to add and review reminders for any date.
	**F1**	Displays information about the field you are in.
		Displays the on-line documentation.

Verification Buttons

Click on the **OK** button to proceed to the next screen or to save your entries, click on the **Abandon** button to abandon your entries.

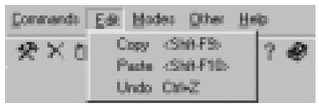
Function Pull-Down Menus

Commands Menu



Selection (Key)	Operations
Inquiry (**F2**)	Use the **Inquiry** command to display a list of valid entries for the current field, from which you can select a choice.
Maintenance (**F6**)	Go directly to the appropriate File Maintenance function to update information about the field you are in.
Proceed/OK (**PgDn**)	Proceed to the next screen or save your entries.
Start Over (**PgUp**)	Move back to the first field on the screen or to the first field after the key field without erasing the entries or changes you made.
Field Up (**Up**)	Move the cursor to the previous field.
Field Down (**Down**)	Move the cursor to the next field.
Abandon (**F5**)	Move the cursor back to the first field on the screen. Any entries or changes you made are erased.
Delete (**F3**)	Delete the information on the screen. Since this command can delete an entire record, use it with caution.
Jump (**Ctrl-J**)	Move the cursor to the next block of data on the screen or to the next field that requires an entry.
Exit (**F7**)	Exit from a screen or a window and disregard everything you entered.

Edit Menu



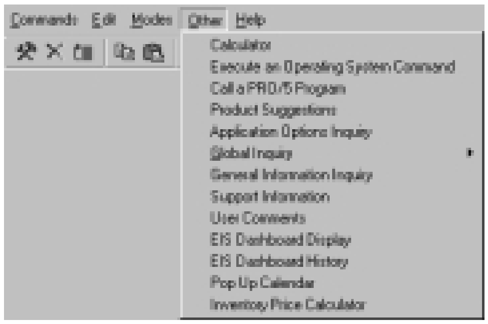
Selection (Key)	Operations
Copy (**Shift-F9**)	Copy the contents of the current field.
Paste (**Shift-F10**)	Paste the value you copied from a previous field into the current field.
Undo (**Ctrl-Z**)	Restore the contents of the current field from before you made changes to it.

Modes Menu

Check the options you want to use.

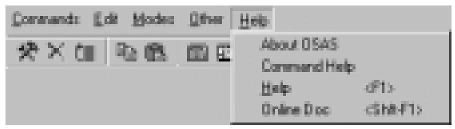
Selection (Key)	Operations
Verify Exit	If verification is turned on, you must press a key twice to verify that you want to perform exit or abandon operations.
Bell	If the bell is turned on, it sounds at an error or when you must verify a command.
Quick	If this option is turned off, the cursor stops at every field possible. To make the cursor skip the fields that do not require an entry in certain application functions, turn the option on.
Verify PgDown	If verification is turned on, you must press the **PgDn** key twice to proceed to the next screen or to save your entries.

Other Menu



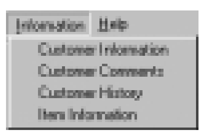
Selection	Operations
Calculator	Displays the OSAS calculator.
Execute and OS Command	Allows you to enter an operating system command from within OSAS.
Call a PRO/5 Program	Allows you to execute a PRO/5 program.
Product Suggestion	Use this function to create a printable report for future OSAS product suggestions.
Application Options Inquiry	Allows you to view the application options you have set up for a particular application.
Global Inquiry	Use this function to search across your data. You can select from the installed applications which data to search in.
General Information Inquiry	Allows you to search for information on employees, customers, and vendors.
Support Information	Displays the OSAS Support Information.
User Comments	Allows the user to leave messages within the system.
EIS Dashboard Display	Displays the EIS Dashboard.
EIS Dashboard History	Displays the EIS Dashboard history.
Pop-Up Calendar	A reminders feature that allows you to create and read dated reminders within OSAS.

Help Menu



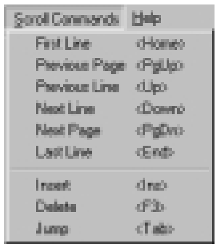
Selection (Key)	Operations
About OSAS	Displays the information about your OSAS installation.
Command Help	Displays the OSAS Key Help screen.
Help (**F1**)	Get information about the field you are working on.
Online Doc (**Shift-F1**)	Opens your .PDF file viewer to display the documentation for your particular application.

Information Menu



The Information menu appears on some function screens in certain applications. The functions on the menu are determined by the applications installed.

Scroll Commands Menu



The Scroll commands menu appears only on screens with scroll regions displaying multiple lines of information.

Selection (Key)	Operations
First Line (**Home)**	Moves the cursor to the first data entry field.
Previous Page (**PgUp**)	Displays the previous page.
Previous Line (**Up**)	Moves the cursor up to the previous line.
Next Line (**Down**)	Moves the cursor down to the following line.
Next Page (**PgDn**)	Displays the following page.
Last Line (**End**)	Moves the cursor to the last data entry field.
Insert (**Ins**)	Allows the insertion of characters between preexisting entries in a field.
Delete (**F3**)	Deletes the selected characters.
Jump (**Tab**)	Moves the cursor to the next section of the screen in some functions.

Inventory Lookup Menu

If you use the Inventory application and the cursor is in an Item ID field, you can use any of the **Inventory Lookup** commands to search for information about items and select an item for entry in the field you are in.

Selection (Key)	Operation
Alias Lookup (**Shift-F3**)	Search for items with a specified alias listed as an alternate item. When you enter the alias, you can use the “*” and “**?**” wildcard characters to restrict or widen the search.
Customer/Vendor Lookup (**Shift-F4**)	Search for an item based on customer ID or vendor ID. When you enter the customer or vendor ID, you can use the “*” and “**?**” wildcard characters to restrict or widen the search.
Detail Lookup (**Shift-F5**)	Search for detailed information about an item. You can enter search information in any of the fields that appear, using any of the following wildcard characters to restrict or widen the search: * ? < > =.
Lot Lookup (**Shift-F6**)	Search for an item based on lot number. When you enter the lot number, you can use the “*” and “**?**” wildcard characters to restrict or widen the search.
Serial Lookup (**Shift-F7**)	Search for an item based on serial number. When you enter the serial number, you can use the “*” and “**?**” wildcard characters to restrict or widen the search.
Description Lookup (**Shift-F8**)	Search for an item based on item description. When you enter the description, you can use the “*” and “**?**” wildcard characters to restrict or widen the search.

Other Graphical Function Controls

Function Field Inquiry

When the Inquiry button appears next to a field, you can either click on the button or press the **F2** (Inquiry) key.

Graphical Scroll Region Buttons

Use these command in scroll region areas to move between the lines in the region:

Scroll Button	Key	Result
	**Home**	Moves the cursor to the first line in a scroll region
	**PgUp**	Moves the cursor to the previous page of lines in a scroll region
	**Up**	Moves the cursor up one line
	**Down**	Moves the cursor down one line
	**PgDn**	Displays the next page of lines in the scroll region
	**End**	Moves the cursor to the last line in the scroll region

Help Commands

When you use the **Help** (**F1**) command, you can use these commands:

Key	Operation
F6 (Maintenance)	Edit a help screen.
F7 (Exit)	Exit from the help screen and close the window.

In-Field Editing Commands

When the cursor is in a field that contains information, you can use these keys and commands:

Key	Operation
Right	Move the cursor to the right.
Left	Move the cursor to the left.
Del (Delete)	Delete the character the cursor is on.
Ins (Insert on/off)	Switch insert mode on and off. When the **INS** flag appears at the bottom right corner of the screen on the status bar, characters you type push characters after the cursor off to the side. When insert mode is turned off (**OVR** appears on the status bar), characters you type write over existing ones.
Home	Move the cursor directly to the beginning of the field.
End	Move the cursor directly to the end of the field.
Ctrl-Z (Undo)	Restore a field to the way it was before you changed it. You can use this command only while you are in the field; once you move past it, you must use the **Abandon** (**F5**) command to clear the field.
Shift-F9 (Copy field contents)	Copy the contents of the current field.
Shift-F10 (Paste field contents)	Paste the value you copied from a previous field into the current field.

Inquiry Commands

When you use the **Inquiry** command, several other commands become available for you to use in the inquiry window.

The Inquiry windows operate in two modes: Search and Sort. You can toggle between these modes within an Inquiry window by pressing the **Ins** (Insert) key. You can also choose the default mode for the inquiry windows by using the Defaults function on the Resource Manager Workstation Configuration menu.

- In Search mode, you can move through the keys listed by typing progressively larger portions of the key you want to find. For example, when you type **C,** the window displays keys beginning with the letter C. When you next press **A**, the window displays keys beginning with CA, and so on.
- In Sort mode, you can change the order of certain inquiry windows by pressing the letter key associated with the window sort. You can see the available sorts in any inquiry window by selecting **Command Help** from the Help pull-down menu in the inquiry window.

Note

You can also shorten your data search by entering a part of the key before you use the **Inquiry** command. For example, if you know that the ID starts with *JAR*, enter **JAR** in the ID field before you use the **Inquiry** command. The inquiry list will start with *JAR* and run through the end of the list.

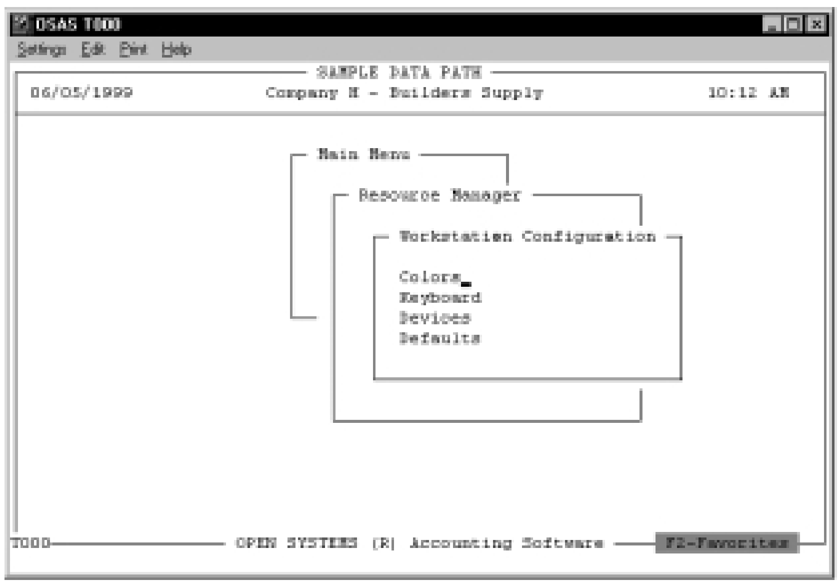
Scroll Button	Key	Result
	**Home**	Moves the cursor to the first key in the inquiry window.
	**PgUp**	Displays the previous page of keys in the inquiry window.

Scroll Button	Key	Result
	**Up**	Moves the cursor up one line.
	**Down**	Moves the cursor down one line.
	**PgDn**	Displays the next page of keys in the inquiry window.
	**End**	Moves the cursor to the last key in the inquiry window.
	Ins	Toggle between Search mode and Sort mode.
	F7 (Exit)	Close the inquiry window without selecting anything.
	Enter	Select the item to which the cursor is pointing.

OSAS Text

The Text menu can be used on all OSAS compatible systems. Using text-based menus, the Text menu (shown below) offers easy access to your applications.

Text Main Menu



When you select an application, the application's menu, which presents several related functions, is superimposed over the Main menu. Selecting a function leads you to a function screen or to another menu.

You can select applications from the Main menu in these ways:

- Use the arrow keys to move the cursor up or down, highlighting the application you want to use. Then press **PgDn** or **Enter** to select it.

- Press the first letter of the application you want to use. The cursor jumps to the first application beginning with the letter, press the letter key or the down arrow until the application you want is highlighted. When your choice is highlighted, press **PgDn** or **Enter** to select it.

- Position the mouse cursor over the application and click. The application will briefly highlight and switch to the application screen.

- To jump to the first application on the menu, press **Home**. To jump to the last application on the menu, press **End**.

To select a function from an application menu, highlight and select your choices the same way you do on the Main menu—with one exception: you can press **PgDn** only when an option leads to another menu, and you must press **Enter** to select a function.

On an application menu you can press **PgUp** to move to the menu immediately above it. If you are several menu levels away from the Main menu, you can return to the Main menu by pressing **PgUp** repeatedly or by pressing the **Tab** key.

You can exit from a menu in these ways:

- Press the **PgUp** key to go to the previous menu (one menu up)
- Press the **Tab** key to go to the Main menu
- Use the **Exit** (**F7**) command to go to the operating system

Text Favorites Menu

Your Favorites menu saves time in moving between applications, opening and closing submenus and application menus, and allows easy access to your common applications. By setting up your Favorites menu, you can access your most-used functions or submenus by pressing the **F2** key.

Favorites Menu: Text Style

```
┌─ Favorites Menu - T000 ─┐

  AP Transactions_
  GL Edit Transactions
  IN Transfers Journal

└─────────────────────────┘
```

To set up the text-style display follow these steps:

1. Move your cursor to the submenu or application that you want placed in the Favorites menu.

2. Press **F10**.

You can press **F2** to verify your selection was added to your Favorites menu.

To remove an application:

1. Press **F2** to display the Favorites menu.

2. Move your cursor to the submenu or application you want removed.

3. Press **F10**.

Function Keys Used in the Text Menu

Most keyboards have a set of function keys (usually labeled with the letter *F* and a number). Within the menu, commands are assigned to these function keys. You can use the commands to work with data entry screens.

Except for the **Command Help** (**Esc**), the **Jump** (**Tab**) commands, and the **Enter** key, you can use the Keyboard function in Resource Manager to reassign any function key to any command.

Key	Operation
Esc (Command help)	Views the list of commands for the menu. (To close the commands window, press any key.)
F1 (Function Help)	Displays help information for this function.
F2 (Favorites Menu)	Displays the Favorites menu or changes to the regular menu from the Favorites menu.
F3 (Change Company)	Allows you to switch between companies.
F4 (Access Code)	Displays the Access Code prompt.
F4 (twice) (Other Menu)	Opens a menu of utilities. A calculator and Global Inquiry (which consolidates and presents information from other applications) are some of the utilities on the Other Commands menu. See the *Resource Manager User's Manual* for information about the utilities on the Other Commands menu.
F5 (Live/Sample swap)	Switches between live and sample data.
F6 (Workstation Date)	Displays the current workstation date and allows you to change it.
F7 (Exit)	Exits from OSAS.
F9 (Application Setup)	Performs certain application setup tasks. For example, in General Ledger, you can select the year with which you want to work. If Setup is required in an application, the application's user's manual will describe its usage.

Key	Operation
F10 (Add to Favorites)	Allows you to add to and delete from your Favorites menu.
Shift-F2 (Application Info)	Displays information about the applications you have installed.
Shift-F5 (Change menu style)	Switch between text and graphical menu styles without going into Defaults.
Shift-F6 (Toggle GUI screens)	If you are using the graphical version of OSAS, this command toggles between graphical screens and text-based screens for the functions you use.
Shift-F7 (Toggle GUI scaling)	If you are using the graphical function screens, this command toggles screen scaling on and off. When scaling is off (the default setting), the graphical screens become smaller when you use higher monitor resolutions.
PgUp (Start over)	Move back one menu level.
Tab (Jump)	Move back to the Main menu.
Enter	Select a menu or function from a menu.
Up or **Down**	Move the cursor up or down through the menu selections.
Ctrl-G (Bell on/off)	If the bell is turned on, it sounds at an error or when you must verify a command. To turn off the bell, use this command or the Defaults function in Resource Manager. To turn the bell back on, use this command again.

Text Function Commands

Once you select an OSAS application function from the menu, the function screen appears. The way that you enter data on OSAS screens is consistent from function to function. To move around the OSAS screens you use the function commands described below.

Most keyboards have a set of function keys (usually labeled with the letter *F* and a number). In OSAS, commands are assigned to these function keys. You can use the commands to work with data entry screens.

Except for the **Command Help** (**Esc**) and **Jump** (**Tab**) commands and the **Enter** key, you can use the Keyboard function in Resource Manager to reassign any function key to any command.

Key	Operation
Esc (Command help)	View the list of commands for the screen you are on and the field you are in. (To close the window, press any key.)
F1 (Help)	Get information about the field you are working on.
F2 (Inquiry)	Make a selection from a range of entries for a field if the Inquiry flag appears at the bottom of the screen.
F3 Delete)	Delete the information on the screen. Since this command can delete an entire record, use it with caution.
F4 (Other)	Open a menu of utilities. A calculator and Global Inquiry (which consolidates and presents information from other applications) are some of the utilities on the Other Commands menu. See the *Resource Manager User's Manual* for information about the utilities on the Other Commands menu.
F5 (Abandon)	Move the cursor back to the first field on the screen or to the first field after the key field. The entries and changes you made are erased.
F6 (Maintenance)	Go directly to the appropriate File Maintenance function to update information about the field you are in if the Maint flag appears at the bottom of the screen.
F7 (Exit)	Exit from a screen or a window and disregard everything you entered.
F8 (List)	Send the contents of the screen to a printer or a text file.
Shift-F1 (Online Doc)	Opens your .PDF file viewer to display the documentation for your particular application.
Shift-F2 (Information)	Open an Information menu. Each selection on the menu is an information window that you can access if the Info flag appears at the bottom of the screen. Each window contains a category of information about the field you are in.

Key	Operation
PgUp (Start over)	Move the cursor back to the first field on the screen or to the first field after the key field without erasing entries you made.
PgDn (Proceed)	Approve the data on the screen, change the file accordingly, and proceed to the next spot (field or screen).
Tab (Jump)	Move the cursor to the next block of data on the screen or to the next field that requires an entry.
Enter or **Down**	Move the cursor to the next field and accept the data entered.
Up	Move the cursor up (or back) one field. If you changed the information in the field you were in before you used this command, the change is lost when you move the cursor up.
Ctrl-V (Verification on/off)	If verification is turned on, you must press a key twice to verify that you want to perform that operation.
Ctrl-G (Bell on/off)	If the bell is turned on, it sounds at an error or when you must verify a command. To turn off the bell, use this command or the Defaults function in Resource Manager. To turn the bell back on, use this command again.
Ctrl-F (Quick on/off)	If this option is turned off, the cursor stops at every field possible. To make the cursor skip the fields that do not require an entry, use this command to turn the option on.
Ctrl-O (Show function keys)	If this option is turned on, the applicable function keys are displayed on the screen.

Help Commands

When you use the **Help** (**F1**) command, three commands become available for you to use on help screens.

Key	Operation
F3 (Delete)	Delete the help screen contents. To recover a deleted screen, copy the xxHELP file from the distribution media to the /PROGxx subdirectory (*xx* is the application ID). The copying process overwrites changes you made to other help screens.
F6 (Maintenance)	Edit a help screen.
F7 (Exit)	Exit from the help screen and close the window.

In-Field Editing Commands

When the cursor is in a field that contains information, you can use the following keys and commands:

Key	Operation
Right	Move the cursor to the right.
Left	Move the cursor to the left.
Del (Delete)	Delete the character the cursor is on.
Ins (Insert on/off)	Switch insert mode on and off. When the Insert flag appears at the bottom of the screen, characters you type push characters after the cursor off to the side. When insert mode is turned off, characters you type write over existing ones.
Home	Move the cursor directly to the beginning of the field.
End	Move the cursor directly to the end of the field.
F9 (Undo)	Restore a field to the way it was before you changed it. You can use this command only while you are in the field; once you move past it, you must use the **Abandon** (**F5**) command.

Key	Operation
F10 (Delete to end of line)	Delete the characters in the field to the right of the cursor. If insert mode is turned off and you enter a character in the field's first position, everything in the field is deleted.
Shift-F9 (Copy field contents)	Copy the contents of the current field.
Shift-F10 (Paste field contents)	Paste the value you copied from a previous field into the current field.

Inquiry Commands

When you use the **Inquiry** command, several other commands become available for you to use in the inquiry window. The Inquiry windows operate in two modes: Search and Sort. You can toggle between these modes within an Inquiry window by pressing the **Ins** (Insert) key. You can also choose the default mode for the inquiry windows by using the Defaults function in the Resource Manager.

- In Search mode, you can move through the keys listed by typing progressively larger portions of the key you want to find. For example, when you type **C,** the window displays keys beginning with the letter C. When you next press **A**, the window displays keys beginning with CA, and so on.

- In Sort mode, you can change the order of certain inquiry windows by pressing the letter key associated with the window sort. You can see the available sorts in any inquiry window by pressing **Esc** (**Command Help**).

Note

To shorten your data search, use a partial-key inquiry to cut down the size of the inquiry list. For example, if you know that the ID starts with *JAR*, enter **JAR** in the ID field before you use the **Inquiry** command. The inquiry list will start with *JAR* and run through the end of the list.

Key	Operation
PgUp	Display the previous page of the window.
PgDn	Display the next page of the window.
End	Move directly to the last item on file.
Home	Move directly to the first item on file.
Down	Move down one item.
Up	Move up one item.
Ins (Look up)	Toggle between Search mode and Sort mode.
F7 (Exit)	Leave the Inquiry window without selecting anything.
Enter	Select the item the cursor is pointing to.
Esc (View commands)	Open a window that shows Inquiry window commands and the window ID.

Inventory Lookup

If you use the Inventory application and the cursor is in an Item ID field, you can use any of the **Inventory Lookup** commands to search for information about items and select an item for entry in the field you are in.

Key	Operation
Shift-F3 (Alias Lookup)	Search for items with a specified alias listed as an alternate item. When you enter the alias, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Shift-F4 (Customer/Vendor Lookup)	Search for an item based on customer ID or vendor ID. When you enter the ID, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.

Key	Operation
Shift-F5 (Detail Lookup)	Search for detailed information about an item. You can enter information in any of the fields that appear, using these wildcards to restrict or widen the search: *** ? < > =**.
Shift-F6 (Lot Lookup)	Search for an item based on lot number. When you enter the lot number, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Shift-F7 (Serial Lookup)	Search for an item based on serial number. When you enter the serial number, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Shift-F8 (Description Lookup)	Search for an item based on item description. When you enter the description, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.

Report Commands

You can use the following commands when a report is displayed on the screen:

Key	Operation
PgUp	Move to the previous page of the report.
PgDn	Move to the next page of the report.
Home	Move directly to the top of a group of pages.
End	Move directly to the bottom of a group of pages.
F7 (Exit)	Exit to the menu from any point in the report.
Left	Move left one character.
Right	Move right one character.
Tab (Toggle)	Toggle between the left and right halves of a report.
Up/Down	Move a line up and down the screen to line up information when you toggle between halves of a report.

Scroll Region Commands

When the prompt (>) is in a line-item scroll region, you can use the following commands:

Key	Operation
Down (Next Line)	Move down one line item.
Up (Previous Line)	Move up one line item.
PgUp (Previous Page)	Move to the previous screen or to the first line if you are on the first screen.
PgDn (Next Page)	Move to the next screen or to the last line if you are on the last screen.
Home (First Line)	Move to the first line item in the entire list.
End (Last Line)	Move to the last line item in the entire list.
F3 (Delete)	Delete the line item at the prompt (>).
Ins (Insert)	Insert a line item at the prompt (>).
Enter (Edit)	Edit the line item at the prompt (>).

Reports

Selecting a Range of Information

To produce a report, you must specify the amount of information you want in the report.

- To produce a report that includes all the available information, leave the From-Thru fields on the report function screen blank. For example, if you want information about all the vendors to be in a report, leave the Vendor ID From and Thru fields blank.

- To limit the amount of information in the report, enter the range of information in the From-Thru fields. For example, if you want a report to include information only about vendor ACE001, enter ACE001 at both From and Thru. If you want the report to include information only about vendors that start with CO, enter CO at From and COZZZZ at Thru.

Each field where you enter information on a report function screen usually restricts the overall output of the report. For example, if you leave the Vendor ID From and Thru fields blank, the report will contain information about all the vendors. But if you enter invoice 100 in the Invoice Number From and Thru fields, and invoice 100 is assigned only to vendor ACE001, the report includes information only about vendor ACE001.

Sorting

Information for reports is sorted first by a space (_), then by characters, then by digits, then by uppercase letters, and finally by lowercase letters. No matter what you enter in the From and Thru fields, however, your entries are sorted in alphabetical order (unless the function provides an option to sort the information differently).

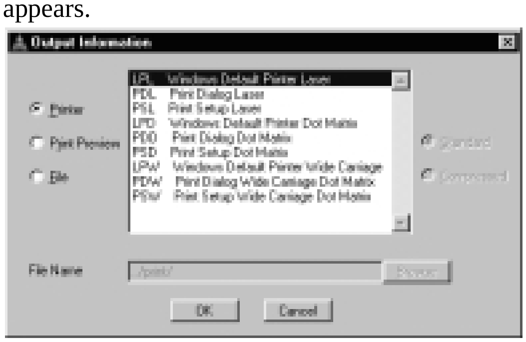
Sorting by alphabetical codes or IDs is easy. For example, the ID *ACL* comes before the ID *BB* because A comes before B.

But take notice when you enter codes or IDs that consist of something other than letters; the order might not be what you expect. For example, if 20 items are labeled 1 through 20 and you want all of them to be in a report, you might enter 1 at From and 20 at Thru, expecting them to be listed 1, 2, 3. . . 19, 20. However, since OSAS sorts in alphabetical order, they are listed in a different order: 1, 10–19, 2, 20, 3–9.

To prevent that situation, pad extra spaces in codes and IDs with zeros so that numbers in alphabetical order are also in numerical order. In the example above the items would be labeled 00000000000000000001 through 00000000000000000020.

Output the Report

When you use the **Proceed** (**OK**) command, the Output Information screen appears.



To print the report

- Select **P**rinter and choose the printer. On some reports, you can also choose whether to print the report in standard-size print or in compressed print.
- Click **OK** (or press **Enter** in text mode) to continue.

To view the report in Print Preview mode

- Select P**r**int Preview and choose the printer. On some reports, you can also choose whether to print the report in standard-size print or in compressed print.

- Click **OK** (or press **Enter** in text mode) to continue.

To save the report as a File

If you want to save the report as a data file—for example, to include it in a word-processed report (in CR-LF format)—select File. The data path for the workstation, including the default drive, appears if it is specified in the Defaults function. Enter the filename and file extension, using no more than 35 characters overall.

Installation and Conversion 2

Installation

Before You Install Payroll

Make sure your system meets these minimum requirements before you install Payroll.

The Payroll system needs a minimum of 13 megabytes (13Mb) of disk space to work correctly with programs, sample data, data dictionaries, system files, and graphics files. Having more disk space available is necessary for the data files you will create and maintain.

The OSAS system requires at least one megabyte (1Mb) of main memory to run. More memory may be necessary in certain environments and operating systems.

Installing Payroll

Use the Install Applications function in Resource Manager (see the *Resource Manager User's Manual*) to install Payroll. Install the State Tax Routines after you install Payroll. If you intend to use Direct Deposit with Payroll, install it after you install the State Tax Routines.

Setting up Payroll

Once you have installed Payroll on your system, you must prepare your data files for everyday use.

You can prepare files for use with Payroll in one of two ways: you can create and set up your files manually on a new system, or you can convert your old files when you upgrade from an earlier version. To create files on a new system, use the Data File Creation function on the Company Setup menu in Resource Manager (see the *Resource Manager User's Manual*). For instructions on converting your files, see the *Conversion* section later in this chapter.

If you plan to use General Ledger, Bank Reconciliation or Job Cost with Payroll, you must set up those applications before you set up Payroll.

Conversion

If you use an earlier version of OSAS Payroll, you can convert your files from the older version to the current version.

When you are ready to convert files, use the Data File Conversion function on the Company Setup menu in Resource Manager (see the *Resource Manager User's Guide*) to upgrade Payroll data files. You can upgrade from version 3.2, 4.xx, 5.xx, or 6.0x. If you want to convert to version 6.1 from a version earlier than 3.2, contact a client support representative.

Note

You must install the new version of Payroll before you convert files. You can replace and update the programs properly only by using the Install Applications function in Resource Manager.

Before you convert an application's files, make note of the version number of the application you are converting from. The Data File Conversion function has no way of determining the information from within the function.

Before you convert an application's files, back up your data files.

Consider Your Setup

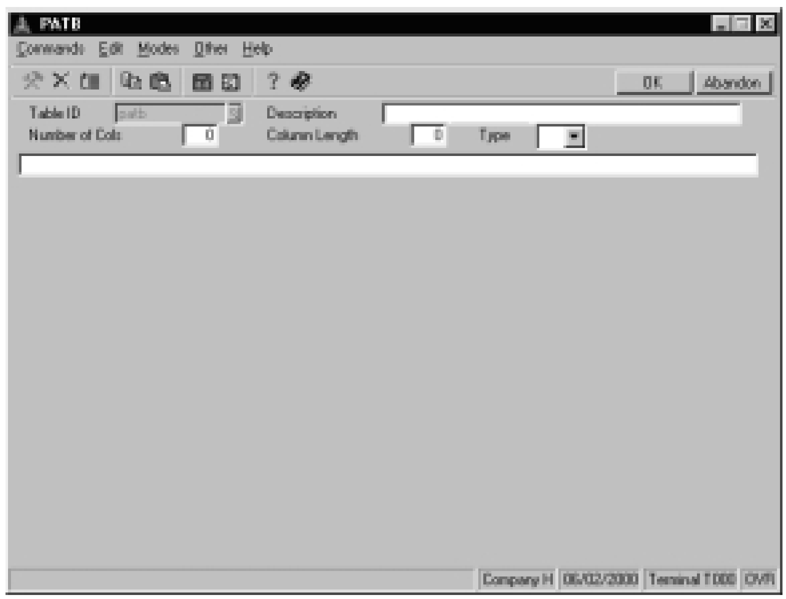
Before you try to convert from your version of Payroll, consider the exact setup of your system. Since OSAS code can be customized, modifications to your system might be lost if you install a new version of a program or update a file. If you are not sure if your system is ready for conversion, consult your value-added reseller.

Converting from Version 4.x and Earlier

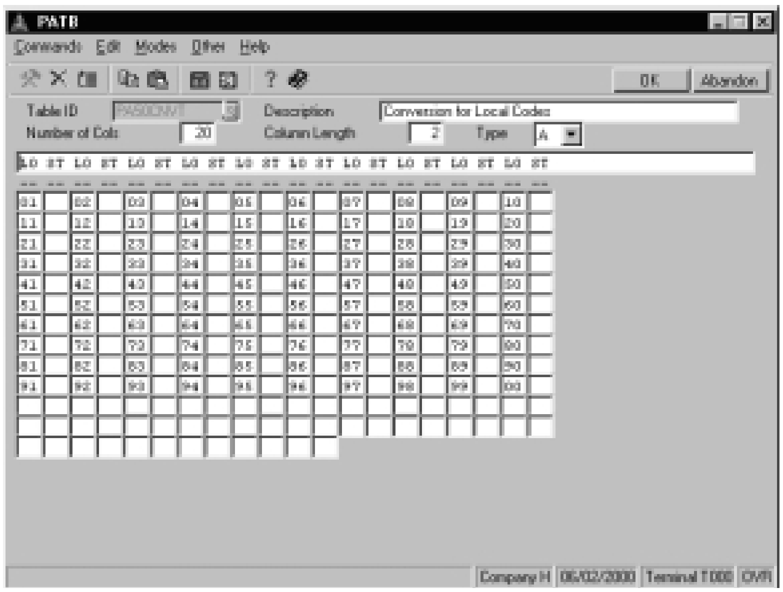
Before you begin the conversion from a version before 5.00, you must set up one table and gather some additional information.

Each local code must be assigned to its respective state. The system looks for the PA50CNVT table and uses it to assign local codes to their respective states. To update the PA50CNVT table, follow these steps:

1. Select Data File Maintenance from the Resource Manager Main Menu.
2. Select Application Tables and press **Enter**.
3. In the Enter Table Filename field enter **PATB**.



4. Use the **Inquiry** (**F2**) command to select **PA50CNVT** or enter **PA50CNVT** in the Table ID field. The PA50CNVT table appears.



One hundred entries are in the table. You can enter state codes, assigning them to local codes. If you do not use local codes or do not add them to the table at this point, the conversion will still be successfully completed. When you are finished entering codes, exit to the File Maintenance menu.

Converting from Version 5.0x and Earlier

In previous versions of Payroll, earnings and withholdings amounts in employee history were broken down only to the quarter-to-date level. Beginning in version 5.1, those amounts are broken down to a month-to-date level. To accommodate this situation, the conversion program must allocate quarter-to-date figures from previous versions into the new month-to-date fields. The conversion program will prompt you to select one of these methods:

- The *monthly* method divides total quarterly amounts evenly among the monthly fields. For example,

  January: 33.3
  February: 33.3%
  March: 33.3%

- The *daily* method allocates amounts precisely. The program calculates days per month and the percentage of each day in the quarter. If the last payroll check run was in the middle of a month, the system allocates amount percentages correctly up to that date. If you select this option, you must enter the last check date. For example,

  Quarter 1

  January: 31 days of 90 in Quarter = 34.44%
  February: 28 days of 90 in Quarter = 31.11%
  March: 31 days of 90 in Quarter = 34.44%

  If you are converting files from OSAS 4.0x or lower, do not use the following option.

- The *history* method reads check amounts from your previous Payroll version's Check History file, producing a quarterly total and calculating the monthly percentage by dividing each monthly subtotal into the quarter. The system adds only checks that fall within one calendar year. This choice requires accurate historic data and is the most time-consuming, yet accurate, of the three methods. If you select this option, you must enter the current payroll year. For example,

Employee ID	Check Number	Check Date	Gross Check Amount	Totals
John Doe	1111	01/15/00	$1000.00	
John Doe	2222	01/31/00	$1200.00	
				$2200.00
John Doe	3333	02/15/00	$1000.00	

Employee ID	Check Number	Check Date	Gross Check Amount	Totals
John Doe	4444	02/28/00	$800.00	
				$1800.00
John Doe	5555	03/15/00	$1000.00	
				$1000.00

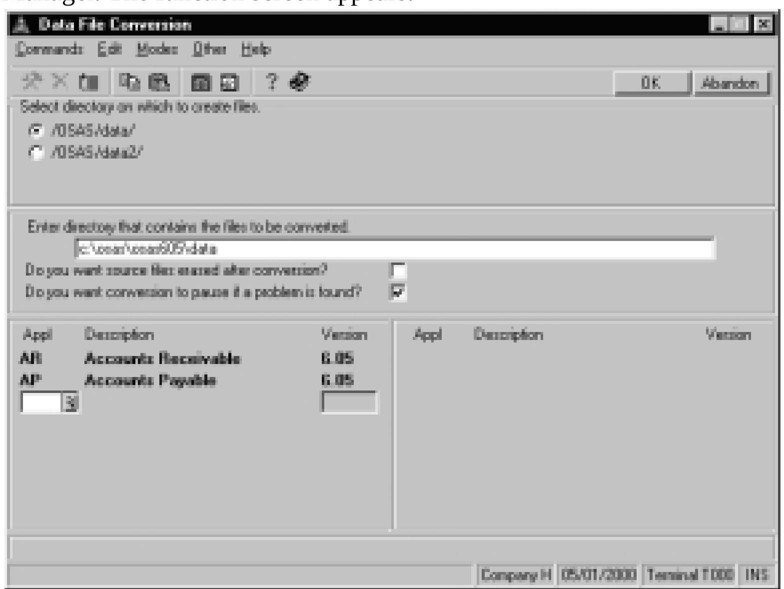
Total

January = $2200.00 out of total earnings of $5000.00 = 44%
February = $1800.00 out of total earnings of $5000.00 = 36%
March = $1000.00 out of total earnings of $5000.00 = 20%

Any of these split methods can cause leftover amounts to be rounded. If this situation happens for the first quarter, the amount is entered in the first month of the quarter. If it happens for the year, the amount is entered in January.

Converting to Version 6.1

Select **Data File Conversion** from the Company Setup menu in Resource Manager. The function screen appears.



1. The system displays all valid OSAS data paths. Select the destination directory where your new data files will reside.

2. Enter the path (drive and directory) that has the files you want to convert. You cannot enter the same path as the path you selected as the destination.

3. If you want source files to be erased after conversion, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

4. If you want the conversion process to pause if a problem occurs, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode). The system considers file corruption or evidence of data not converting correctly a problem.

5. Enter **PA** in the Appl column; *Payroll* appears.

6. Enter your earlier version number of Payroll, and press **Enter**. (You can determine the version by looking at the copyrights screen when you start OSAS, or in most versions, by using the Application Information tool button on the menu screen in graphical mode or by pressing **Shift-F2** in text mode.

7. If data files already exist for Payroll in the intended destination path, the **PA data files exist. Do you want this task to erase them?** prompt appears. If you want to erase the existing files and convert the files from the version in the source path, select **Yes** (or enter **Y** in text mode); if not, select **No** (or enter **N** in text mode). If you elect not to erase existing files, you must change your directory choices so that no conflict exists.

8. To convert, use the **Proceed** (**OK**) command.

9. The **Do you want a printout of error log after each application**? prompt appears. If you want the error log to be produced after files are converted for each application, select **Yes** (or enter **Y** in text mode); if you want the log to be produced after files for all applications are converted, select **No** (or enter **N** in text mode). If you are converting only Payroll files, your answer to this prompt makes no difference.

10. Answer the questions that appear relating to the conversion of the employee history and last-year files.

11. If a problem occurs and you indicated that you want the system to pause when a problem occurs, a prompt alerts you. To stop the conversion process, select **Yes** (or enter **Y** in text mode). To let the conversion run its course and investigate later, select **No** (or enter **N** in text mode).

12. When the process is finished, the files are converted. Select the output device for the error log.

After conversion is finished and the error log is produced, the Main menu—with Payroll added—appears.

Setup 3

Setup Considerations

After you have installed the software for the first time or after you have upgraded the software, you must set up the system. Follow the setup procedures carefully; the choices you make determine how the system will operate.

To properly set up the Payroll system, you need to gather and organize your payroll data. You need the following information:

- your payroll department procedures
- payroll records for each employee
- federal, state, and local tax publications
- the *Payroll State Tax Routines* media
- a chart of accounts for your business
- a list of the deductions you use
- a list of the other-pay types (bonuses, tips, and so on) you use

Codes and IDs

When you set up the system, you assign codes and IDs to tell the system how to identify each item on file. The system uses these identifiers to organize the information in reports and inquiry windows.

The system arranges code characters in a particular order. In the following list codes and IDs are sorted from lowest to highest, and dashes represent blank spaces.

— — — — — 0
— — — — — 1
— — — — — Z
— — — — — a
— — — — — 01
— — a — — —
0 0 0 0 0 0
0 0 0 0 0 1
1

The organization of these codes illustrates the following principles:

- The system reads codes from left to right until it finds something other than a blank space.
- Items that make up a code are *always* listed alphabetically. The items are listed in this order for each position:

  blank spaces
  characters (-, *, /, and so forth)
  numbers (0-9)
  uppercase letters (A-Z)
  lowercase letters (a-z)

Alphabetical rules are not intuitive when numbers are involved. Numbers are sorted as if they were letters: When the first characters of several IDs are compared, the ID with the smallest first character is placed first in the list. If the first character of the IDs is the same, the second characters are compared and the ID with the smallest second character is placed first in the list. This comparison is made for each character in the range of IDs until the IDs are clearly in alphabetical order.

If you use numbers for IDs, pad them with zeros so that they are all the same length and numeric rules can hold true. For example, in alphabetical sorting ID 112 comes before ID 60, since anything that starts with 1 comes before anything that starts with 6 *alphabetically*. If ID 60 were ID 000060 and ID 112 were ID 000112, ID 000060 would be listed first, since 060 is less than 112 alphabetically and numerically.

When you assign IDs and codes, establish a format that makes sense for your business and use it consistently. The following suggestions may help:

- To prevent organization problems, use zeros to make all IDs the same length. If IDs are divided into more than one part, the parts should be the same length in every ID. Do not use spaces to divide IDs into more than one part. For example, use ACE-01 and ACE-11 instead of ACE-1 and ACE-11 or ACE 01.

- If you use letters in IDs, use either all uppercase or all lowercase letters so that the IDs can be sorted correctly.
- Use descriptive IDs. For example, SALES01 and MKTG01 are more descriptive IDs than 000001 and 000002. (If you already use a numbered system, you might want to stick with it.)
- If you want to sort items by a particular attribute—name or group—put the attribute in the ID. For example, to organize employees by their last names, put the first characters of the last name in the employee ID.
- To ensure that you can insert new items into a sequence, use a combination of letters and numbers that leaves room in the sequence for later additions. For example, setting up two consecutive IDs of AND001 and AND005 leaves room for three IDs in between.

Setup Checklist

Follow the steps below to set up the Payroll system. Following the order of the steps should save you from repeating your work. Each step is explained in this section.

1. Set up the options and interfaces.

2. Set up earning types (PAETxxx file).

3. Set up earning codes (PAECxxx file).

4. Set up tables (PATBxxx file).

5. Set up tax tables (PATXxxx file).

6. Set up withholding codes for tax authorities (PACO file).

7. Set up withholdings (PAWIxxx file) and tax groups (PATGxxx file).

8. Set up company deductions (PADDxxx file).

9. If necessary, use the Formula Maintenance function to add formulas to the PAFMHDR (Formula Definition) and the PAFMLIN (Formula Line Detail) files.

10. Set up departments (PADPxxx file).

11. Set up payroll information (PAINxxx file).

12. Set up labor classes (PALCxxx file).

13. Set up employees (PAEGxxx and PAEPxxx files).

14. Use the Roll Up Leave Balances function on the Periodic Maintenance menu to set up leave adjustments (PAHVxxx file).

15. If necessary, set up employee history (PAEDxxx, PAEExxx, PAEMxxx, and PAEWxxx files).

16. Enter initial balances.

17. Set up recurring time tickets and deductions.

18. Set up access codes.

19. Set up a backup schedule.

Setup Functions

Options and Interfaces

An application can be interfaced to work in conjunction with other applications. Payroll can be interfaced with General Ledger, Bank Reconciliation, and Job Cost.

General Ledger

When Payroll is interfaced with General Ledger, posting in Payroll makes summary entries (such as gross wages payable, taxes and other deductions withheld, net pay, and payroll expenses incurred) in the General Ledger GLJRxxx (Journal) file for transactions that affect the ledger.

If you void a payroll check after it has been posted, the check is backed out from General Ledger and the check record can be added to the Payroll PACHxxx (Checks), PACDxxx (Checks Deductions), PACExxx (Checks Earning), and PACWxxx (Checks Withholdings) files for a manual check or to the PATRxxx (Transactions) file for a calculated check.

Bank Reconciliation

When Payroll is interfaced with Bank Reconciliation, posting checks in Payroll creates summary disbursement entries for the checks in the Bank Reconciliation BRTRxxx (Transactions) file for the bank account you specify.

The Payroll system can keep track of checks lost to alignment problems in the Bank Reconciliation application and in Payroll history so that the lost checks are accounted for.

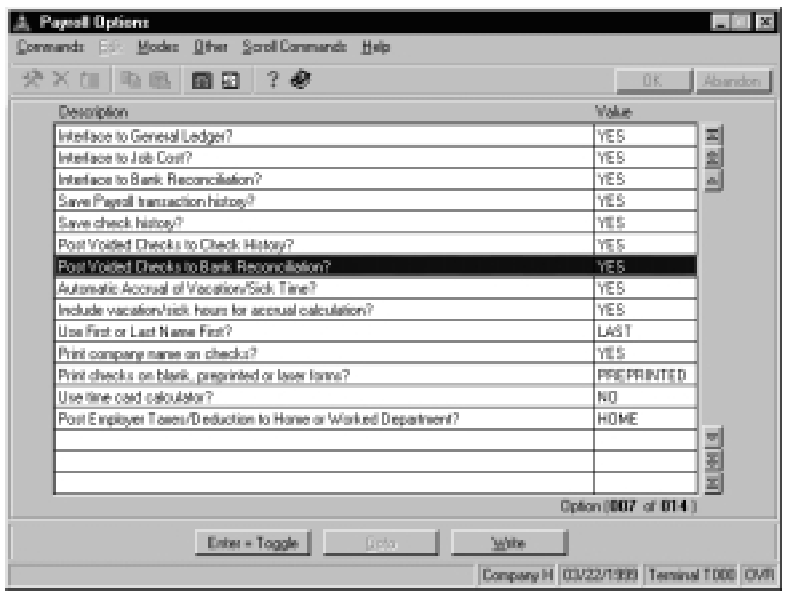
Job Cost

When Payroll is interfaced with Job Cost, you can assign actual labor hours and dollars to the appropriate job and phase in the Job Cost JOBSxxx (Jobs) file. When and where appropriate, the interface also updates the number of pieces completed.

Options and Interfaces Screen

Select **Options and Interfaces** from the Resource Manager Company Setup menu. The Options and Interfaces screen appears.

The name of the company you are working with is displayed. Specify whether the Options table is *shared* or *owned*. (See the *Resource Manager User's Manual* for information about Options tables.) Then enter **PA** as the application ID. The Payroll Options screen appears.



Enter = toggle, Write

To toggle an option (for example, between YES and NO), press **Enter**.

When you finish setting options, press **W** to save your entries. Then exit to the Options and Interfaces screen. Select another application whose options you want to change, or exit to the Resource Manager Company Setup menu.

1. Toggle to **YES** or **NO** to indicate whether or not you want to interface Payroll with General Ledger, Job Cost, and Bank Reconciliation. The interface options work independently of each other. You can respond to them with any combination of settings.

2. Toggle to **YES** or **NO** to indicate whether or not you want to save Payroll transaction history. You cannot produce the Transaction History Report unless you save transaction history.

3. Toggle to **YES** or **NO** to indicate whether or not you want to save check history. You cannot produce the Check History Register or the 941 Worksheet unless you save check history.

4. Toggle to **YES** or **NO** to indicate whether or note you want voided checks to be posted to the PAHCxxx (Check History) file. These check forms have been voided as a result of printing payroll checks, not as a result of using the Void Checks function.

5. Toggle to **YES** or **NO** to indicate whether or not you want voided checks to be posted to Bank Reconciliation if Bank Reconciliation is interfaced with Payroll. These check forms have been voided as a result of printing payroll checks, not as a result of using the Void Checks function.

6. Toggle to **YES** or **NO** to indicate whether or not you want to accrue vacation and sick time automatically.

7. Toggle to **YES** or **NO** to indicate whether or not you want to use vacation and sick hours for accrual calculations of additional sick and vacation time.

8. Toggle to **FIRST** or **LAST** to indicate whether you want to print the first names of employees first on checks and in reports or whether you want to print last names first.

9. Toggle to **YES** or **NO** to indicate whether or not you want to print the company name on checks.

10. Toggle to **BLANK**, **PREPRINTED**, or **LASER** to indicate whether you want to print checks on blank check stubs, preprinted forms, or laser forms.

If you use preprinted checks, the stub is printed first; if you use blank check stubs or laser forms, the check is printed first.

11. Toggle to **YES** or **NO** to indicate whether or not you want to use the time card calculator during entry of time tickets for hourly employees.

12. Toggle to **HOME** or **WORKED** to indicate whether you want to post employer-paid taxes and deductions to the employee's home department from the PAEGxxx (Employee General Information) file or the department(s) they worked in during the pay period.

Earning Types

Use the Earning Types function (see page 11-13) to set up and modify the way the system uses earning codes. The system has nine preset earning types which are used by the system in special ways.

You cannot change or delete the preset earning types. You can, however, set up additional earning types. When you set up earning codes, you specify the earning type to which the code belongs. For example, you might have four kinds of bonus pay. You set up each kind of bonus pay as an earning code and group them all under one earning type.

Earning Codes

An earning code stores pay rate information, the GL holding account number, the pay type, and other information for a particular kind of work. When entering time tickets or manual checks, you can enter an earning code and the number of hours worked; the system calculates the employee's pay based on the information stored in the PAECxxx (Earning Codes) file.

You can set up earning codes for types of work. For example, you can set up an earning code for work involving assembly, another for packaging, and so on. You can set up earning codes for overtime and double-time work that automatically multiply or add amounts to the base pay.

Use the Earning Codes function (see page 11-9) to set up earning codes.

Tables and Tax Tables

Tables store information relating to the system, data, options, and default settings for other applications. Tax tables are used to calculate federal, state, and local tax withholding.

Note

Use tables only to enter and store data. Do not delete lines or rearrange account descriptions. The system looks for information by the position of the lines in the table. For example, in the FREQxxx table, the system assumes that the first group code is on the first line, the second group code is on the second line, and so on.

You must set up and/or review the following system tables and tax tables before you build the Payroll data files:

- ADJMNxxx
- FREQxxx
- GLDEPxxx
- GLPAYxxx
- MAXVSxxx
- PACTLxxx
- SICccxxx
- TCACLxxx
- USRDDxxx
- USRDFxxx
- VACccxxx
- EIC
- FEDM
- FEDS
- FICA
- FUTAxxx
- LTXssllm
- SOTss
- STSss
- STXssm

- SUTssxxx
- W2CODE
- W2CODE2

You can set up the ADJMNxxx, FREQxxx, GLDEPxxx, GLPAYxxx, PACTLxxx, SICccxxx, TCALCxxx, USRDFxxx, USRDDxxx, and VACccxxx system tables and the FUTAxxx, STSss, STXssm, SUTssxxx, W2CODE, and W2CODE2 tax tables for individual companies and/or all companies that are in the system. You can set up one table for all the companies that are alike, and you can set up one table for each company that is different.

Note

You must enter **OWN** in the Option Table Type field in the Options and Interfaces function to be able to set up company-specific options.

For example, you can set up table GLPAY for companies that post payroll transactions to the same general ledger accounts; and you can set up table GLPAYA01 for company A01, GLPAYB01 for company B01, and so forth if those companies post payroll transactions to different general ledger accounts.

These tables are identified by a three- to five-character prefix and a two- to five-character suffix. The prefix is the table name—FUTA for federal unemployment tax, for example. The suffix is a company ID or a systemwide table. If you delete a company-specific table, that company uses the generic table. For example, if you delete table GLPAYA01, company A01 uses the GLPAY table.

You can set up the SUTssxxx, SOTss, STSss, and STXssm tax tables for each state where you do business. For example, you can set up table SUTAZ to store the percentage and earnings limit that Arizona uses to calculate employer state unemployment.

You can set up the LTXssllm table for each locality where you do business. For example, you can set up table LTX01 to store the base and percentage figures that the locality uses to calculate tax withholding.

In addition, you can set up the LTXsslllm table for marital statuses. For example, you can set up table LTX01S to store the base and percentage figures that the locality uses to calculate tax withholding for unmarried employees.

You must set up a MAXVSxxx table for each company that uses the table.

For more information on setting up tables, see page 10-73. For more information on setting up tax tables, see page 10-89.

Withholding Codes for Tax Authorities

Use the Tax Authority Setup function (see page 11-6) to enter and maintain withholding codes for federal, state, and local tax authorities that employees need for withholdings. You can also set up the formula names associated with each code for the states and localities.

You can enter 15 additional employee and employer withholding codes for each federal, state, and local tax authority. Most federal and state codes are preset.

Withholdings

Use the Withholdings function (see page 11-23) to set up and maintain federal, state, and local withholdings for your employees. The information is stored in the PAWIxxx (Withholdings) file.

You can exclude deductions and/or earning codes from withholdings and set up employer-paid withholdings.

To establish the order in which withholdings are taken, use the Tax Authority Setup function (see page 11-5).

Federal Withholdings

You can set up the following federal tax codes:

- FWH Federal withholding
- OAS Employee FICA

•	MED	Employee FICA
•	FUT	Unemployment insurance
•	EIC	Earned Income Credit
•	EOA	Employer FICA
•	EME	Employer FICA

Fixed percent withholding applies to the FWH tax code only. If you have forms of other pay that are taxed at a fixed rate, you can enter the fixed percentage to withhold. (You cannot assign fixed withholding percentages to FICA or FUTA tax codes.)

State Withholdings

To use state withholding, you must install the Payroll Tax Routines provided by Open Systems.

For each state authority, you can set up the following tax codes:

•	SWH	State withholding
•	SUI	State Unemployment Insurance (employer)
•	SO1	State-other withholding 1
•	SO2	State-other withholding 2
•	SO3	State-other withholding 3

The state withholding and state unemployment insurance tax codes are used by the system and should not be modified or deleted.

Use of the state-other withholding varies from state to state. See the *Payroll State Tax Routines* for information about the states where employees live. These codes must first be set up in the Tax Authority Setup function.

Fixed withholding applies to the SWH tax code only. If you have forms of other pay that are taxed at a fixed rate, you can enter the fixed percentage to withhold. (You cannot assign fixed withholding percentages to SUI or SOx tax codes.)

You can set up other codes (for example, WKC for worker’s compensation) as you need them in the Tax Authority Setup function.

Local Withholdings

To use local withholding, you must create and install your own local tax routines in the Tax Authority Setup function. Contact your dealer or installer for more information.

For each local authority, you can set up these tax codes:

- LWH Local withholding
- LO1 Local-other withholding

Fixed withholding applies to the LWH tax code only. If you have forms of other pay that are taxed at a fixed rate, you can enter the fixed percentage to withhold. (Do not assign fixed withholding percentages to the LO1 tax code.)

Deductions

Use the Deductions function (see page 11-17) to set up and maintain payroll deductions. You can enter 999 deductions. You must enter a description and a general ledger liability account number before you can use a deduction.

You can set up deductions that are strictly employer-paid. You can exclude some earning codes from deductions—for example, 401(k) programs—so that deductions will be withheld from specific earnings. You can flag deductions as deferred compensation, which is reported on employee W-2 forms. In addition, you can determine whether deductions are to be taken from net or gross pay.

The employer expense account for employer-paid deductions is stored, along with the deduction record, in the PADDxxx (Deductions) file. Deductions information updates the PADDxxx and PADXxxx (Deduction Exclusion) files.

You can also copy deductions to a group of employees you specify.

Formulas

Most of the formulas you need are preset, but you can use the Formula Maintenance function (see page 10-91) to set up and maintain the formulas needed to calculate deductions and withholdings. For a detailed explanation of formulas, see appendix C.

After a formula has been set up, you can use the Deductions function (see page 11-17) or the Withholdings function (see page 11-23) to edit it.

Departments

Department records store amounts posted from time tickets and checks. This information is used to update accounts in the General Ledger system.

Use the Departments function (see page 10-51) to set up and maintain departments. You can set up earning codes and employer-paid withholdings and deductions, and through Resource Manager you can specify precision for the Hours fields. New entries are automatically appended when you post time tickets or checks. The information is stored in the PADPxxx (Department) file.

Divisions summarize groups of departments in the Department Report, which summarizes the labor expenses posted to each department.

If you use divisions, each department ID must begin with the two-character division ID. If you do not use divisions, department IDs must be at least three characters long.

Payroll Information

Payroll Information includes state unemployment reports and the company address. This information is essential to the Payroll system and must be set up before you can begin processing. It is stored in the PAINxxx (Payroll Information) file.

State Unemployment Reports

Most states that collect unemployment taxes require a quarterly report that lists employee names, wages earned, and weeks or hours worked. Use the Payroll Information function (see page 10-57) to set up your state unemployment reports for the states where you pay unemployment taxes.

The Payroll system credits employees for the full number of weeks they worked in pay periods they receive pay. The system looks at the Weeks Worked Limit field in the SWH record in the PAWIxxx (Withholdings) file for the minimum number of hours worked to be credited for one week of work. Consult the state tax authorities about the appropriate method for determining weeks worked in your state, and adjust the Weeks Worked field in the Employee History function as necessary before printing the report.

Company Address

Use the Payroll Information function to establish or change the company address.

Employer Bank Information

Use the Payroll Information function to enter the next check number for printing checks.

Degree Descriptions

Use the Payroll Information function to enter degrees and descriptions for employees. These descriptions are used in the Personnel Information function.

Labor Classes

Use the Labor Classes function (see page 11-3) to set up and maintain labor classes. Labor classes can be used to group types of employees. For example, you might set up labor class EXM for executive managers, MIM for midlevel management, and so on.

Labor classes are stored in the PALCxxx (Labor Class) file and are used in the Employees function. They are helpful for report sorting.

Employees

Each employee record consists of four sections: General Information, Salary Information, Tax Information, and Personnel Information. Use the Employees function (see page 10-3) to set up and maintain employee records.

The information is stored in the PAEGxxx (Employee General Information), PAEPxxx (Employee Personnel), PAESxxx (Employee Federal/State/Local Withholdings), PAEXxxx (Employee Exclusion), and PADExxx (Employee Deductions) files.

General Information

Use the General Information portion of the Employees function to enter and maintain such fundamental employee information as the employee's home address, sex, job title, and so on.

Salary Information

Use the Salary Information portion of the Employees function to enter and maintain pay information for the employee.

If the employee's normal salary may not meet federal minimum standards, you can use the Adjust to Minimum feature to automatically bring the employee's paycheck up to minimum wage.

Group Codes

Group codes identify the employees you want to pay when you calculate checks. Common practice is to use different group codes for different pay cycles. For example, hourly employees who are paid weekly might be group 1, salaried employees who are paid monthly might be group 2, and commissioned employees might be group 3.

Override Pay

You can enter override pay when you want to pay salaried employees something other than their normal salaries—for example, when employees start or quit within a pay period. Override pay applies only to the pay cycle you enter it in. When the pay cycle is completed, override pay is cleared from the system.

Tax Information

Use the Tax Information portion of the Employees function to enter federal, state, and local tax information. Research the state and local tax information before entering the data. In particular, marital status and number of exemptions can differ among tax authorities.

The valid marital statuses for federal tax purposes are *married* and *single*, but in some states employees can be married, single, unmarried heads of households, married filing jointly, or married filing jointly and both working. Consult the *Payroll Tax Routines* for information about marital status in the states where employees file; Open Systems does not supply information about local tax regulations.

Personnel Information

Use the Personnel Information portion of the Employees function to enter information about the employee’s education, pay history, and so on.

Leave Adjustments

Before using the Leave Adjustments function, use the Roll Up Leave Balances function (see page 9-45) if you elected to include vacation/sick hours for accrual calculation in the Resource Manager Options and Interfaces function. Then use the Leave Adjustments function (see page 10-49) to make positive and negative adjustments to an employee’s sick and vacation pay.

Employee History

If you start Payroll at any other time than the beginning of the year and you elect to create either check or transaction history (see **Initial Balances** below), you must collect and enter a lot of history information. Fortunately, you need enter data for only a handful of deductions for most employees. Remember to get month-to-date, quarter-to-date, and year-to-date figures for all fields.

The number of weeks worked is calculated on the basis of the number of pay periods the employee received a check for *any* amount. For example, if you use biweekly pay periods and an employee received one hour of sick pay in that pay period, the employee would be credited for two weeks worked. If you entered a week's worked limit for the state in the Payroll Information function, the number of hours worked would be compared to the limit, and in this case two weeks under limit would be recorded.

When you calculate FUTA, SUI, and FICA (OASDI), remember that there is no withholding above the ceiling on these wages.

Employee history information is stored in the PAEDxxx (Employee Deduction History), PAEExxx (Employee Earnings History), PAEMxxx (Employee Miscellaneous History), and PAEWxxx (Employee Withholding History) files.

Initial Balances

Unless you are setting up the Payroll system at the beginning of the year, you must enter the payroll history for employees from the beginning of the current calendar year so that reports accurately reflect the payroll for the year. How you enter initial balances and payroll history depends on whether you are setting up the system with or without check, employee, and transaction history.

If you installed Payroll, General Ledger, Bank Reconciliation, and Job Cost at the same time, leave the application interfaces turned on. If you are adding Payroll to an existing system, turn the application interfaces off to prevent double-posting while you set up initial balances.

Setting up Without Check or Transaction History

If you do not need check or transaction history, the simplest way to set up Payroll is to collect all the general ledger period-to-date, quarter-to-date, and year-to-date numbers for departments; use the Departments function to enter this information into your records. Then collect month-to-date and year-to-date numbers for employees; use the Employee History function (see page 10-25) to enter this information into your records.

While this method produces records with accurate month-to-date and year-to-date information, you will have no history and no audit trail. Use this method only if you want to get started as quickly as possible.

Setting up With Check History Only

If you need only check history, turn off the interfaces with General Ledger, Bank Reconciliation, and Job Cost. Do not enter period-to-date, quarter-to-date, or year-to-date numbers in the Departments function; and do not enter month-to-date or quarter-to-date numbers for employees in the Employee History function. Instead, enter all the checks for each period, post the checks, and post expenses to General Ledger. Do quarter-end maintenance as necessary, and continue entering checks and printing reports until you are up to the current payroll period (see **Entering manual checks** below).

This method produces accurate check history, employee history records, department records, and an audit trail. It does not produce transaction history.

Setting up With Transaction, Employee, and Check History

If you need complete transaction, employee, and check history, you must re-create all the entries for the current year. After you set up the PAINxxx (Payroll Information), PADPxxx (Department), and PAEHxxx (Employee History) files (do not enter QTD and YTD information), set the system date to the beginning of the fiscal year and begin entering the payroll transactions in sequence. Post transactions at the end of each “day.” Then reset the system date and enter the next day’s transactions. When you reach the end of a payroll period, calculate checks and post expenses to General Ledger. (For more information, see chapter 1.)

Note

When you post checks, you must select the tax month.

Do quarter-end maintenance as necessary, and continue processing transactions and printing reports until you are up to the current pay period.

This method produces the most accurate history and the most thorough audit trail, but it is practical only if the payroll records are small or if it is early in the year.

Entering Initial Balances

You can enter initial balances in one of two ways: by entering payroll transactions or by entering manual checks.

Entering Payroll Transactions

First verify that you have set up the options you want in the Resource Manager Options and Interfaces function. Then follow these steps to enter your initial balances based on payroll transactions:

1. Enter transactions for the first pay period (see page 5-3).
2. Print the Time Ticket Journal (see page 5-19) and the Miscellaneous Deductions Journal (see page 5-23) to verify that you entered the transactions correctly.
3. If you find an error in the journals, delete the incorrect transaction and enter the correct one. Repeat steps 2 and 3 until the Time Ticket Journal and Miscellaneous Deductions Journal are correct.
4. Back up your data files.
5. Post the transactions (see page 5-31).

6. Use the Calculate Checks function (see page 6-3) to process the transactions and calculate checks.

7. Print the Edit Register (see page 6-21) to verify that the checks were calculated correctly.

8. If you find an incorrect entry in the Edit Register, use the Payroll Transactions function (see page 5-3) to enter a reversing and a correct transaction. Post the correcting transactions, calculate checks again, and reprint the Edit Register to verify the corrections. Repeat this step until the Edit Register is correct.

9. If you do not need check numbers in the history, skip to step 11. If you want complete check history, print the checks on paper or save them in a file. (If you use the Void checks function after the checks are posted to history, you must print checks to assign check numbers. Because you will void these checks immediately, use plain paper or send the output to a file.)

10. Print the reports on the Payday Work menu as an audit trail.

11. Back up your data files.

12. Post the checks (see page 6-63).

13. If the pay period falls on a quarter-end date, skip to step 14. If it does not, go back to step 1 and begin entering transactions for the next pay period.

14. After you post checks for the last pay period in a quarter, follow these steps:

    - Print the Department Report (see page 9-3).
    - Back up your data files.
    - Post expenses to General Ledger (see page 9-7).
    - Print the quarterly tax, withholding, and unemployment reports necessary for the states where you do business.
    - Use the Periodic Maintenance function (see page 9-51) to prepare your files for the next quarter.

15. Return to step 1 and begin entering payroll transactions for the next quarter. Repeat the above steps until you are up to the current pay period.

Entering Manual Checks

If you need to enter manual checks, use steps 1-3 below instead of the steps for entering payroll transactions above.

Follow these steps to enter your initial balances based on manual checks:

1. Enter manual checks for the first pay period (see page 6-9). Enter a check number for each entry.

2. Print the Edit Register (see page 6-21), and verify that you entered the checks correctly.

3. If you find an error in the Edit Register, use the Manual Checks function again to change or delete the incorrect check. Repeat steps 1 and 2 until everything is correct.

4. If you have not assigned check numbers, use the Print Checks function (see page 6-29) to assign check numbers. When the check numbers for all the checks have been entered, post the checks (see page 6-63).

   If you use the Void Checks function (page 6-33) after the checks are posted to history, you must print checks to assign check numbers.

Recurring Time Tickets and Recurring Deductions

Instead of entering the same time tickets and nonscheduled deductions repeatedly, you can set up and copy recurring time tickets and recurring deductions. After you have set them up, print the Recurring Time Ticket List and the Recurring Deductions List to verify that you have set these up correctly.

Access Codes

To safeguard your system, prevent access by unauthorized people. Use the Resource Manager Access Codes function to set up access codes on your system. You can set up access codes for the Payroll system itself, for menus in the system, and for individual functions. To control users' access to menus and functions, you can set up an access code for each user or group of users that performs the same functions.

A Code for Each Company

Access codes are company-specific. When you set up an access code for a user, the code is assigned the company you are in.

Because the codes are company-specific, you must set up a code for each company a user needs to access. You can use the same code for each company so that the user does not need to remember different codes. For example, you can set up the access code CHARM for companies A01, B01, and C01 so that a user can use the same code for each company.

What Should Be Protected

Because of the sensitive nature of some of the information in the Payroll data files and reports, you should limit access to the functions that provide confidential information or are sensitive to change. For maximum security, protect the Payroll application itself, each of the Payroll menus, and the individual functions.

In particular, restrict access to the Calculate Checks and Print Checks functions. Assign different access codes to each function on the Employee Inquiry menu, restricting access to sensitive information such as salary information, while leaving general information accessible.

After you have set up your access codes, print a list of the codes and store it in a safe place.

For more information about access codes, see the *Resource Manager User's Manual*.

Backup Schedule

Plan a backup schedule before you begin day-to-day operations.

You can lose files because of disk drive problems, power surges and outages, and other unforeseen circumstances. Protect yourself against such an expensive crisis by planning and sticking to a backup schedule.

Backing up Data Files

Back up your Payroll data files whenever they change—every day or every pay period—and before you run these functions:

- Post Transactions
- Post Checks
- Post Expense to GL
- Periodic Maintenance
- Close Last Year

Backing up Programs

Once a month or so, back up your programs. Even though these files do not change, diskettes can be damaged or deteriorate, so it pays to have a fresh copy in storage in case you need it.

Backup Media

Keep more than one set of backups in case one set is bad or damaged. Rotate the sets of backup media, keeping one set off-site.

Use Resource Manager

Use the Backup function on the Resource Manager Data File Maintenance menu to back up files.

Note

You must back up all the files in the data path for a particular list of companies at once to ensure that you have up-to-date copies of the system files. Do not try to use operating system commands to back up only a few files that have been changed; if you do, your system may not work after you restore them. The Backup function backs up all the data files for a specified company in a data path at one time.

Employee Inquiry 4

Introduction

Use the functions in this chapter to look at information about employees. You cannot use Employee Inquiry functions to add or change information. If you want to add or change employee information, use the functions on the File Maintenance menu instead.

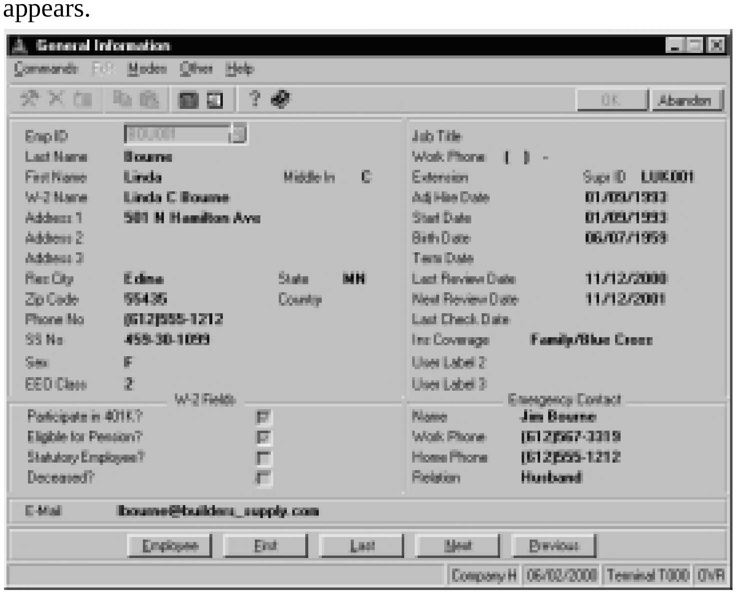
General Information

Use the General Information function to look at general information about employees—name, address, phone number, and so on. The information comes from the PAEGxxx (Employee General Information) file and is entered in the Employees function (see page 10-3 for an explanation of the fields).

To add to or change this information, use the Employees function on the File Maintenance menu.

General Information Inquiry Screen

Select **General Information** from the Employee Inquiry menu. The inquiry screen appears.



Inquiry

1. Enter the ID of the employee whose information you want to look at.

2. Use the commands on the command bar to find the information you need:

   Employee, Next, Prev, **First**, **Last**

   To look at a different employee record, press **E**. Then enter the employee ID.

   To look at the next employee record on file, press **N**.

   To look at the previous employee record on file, press **P**.

   To look at the first employee record on file, press **F**.

   To look at the last employee record on file, press **L**.

Exiting from General Information Inquiry

When you are finished looking at the information, press **E** to clear the screen and return to the Emp ID field

Enter a different employee ID, or use the **Exit** (**F7**) command to return to the Employee Inquiry menu.

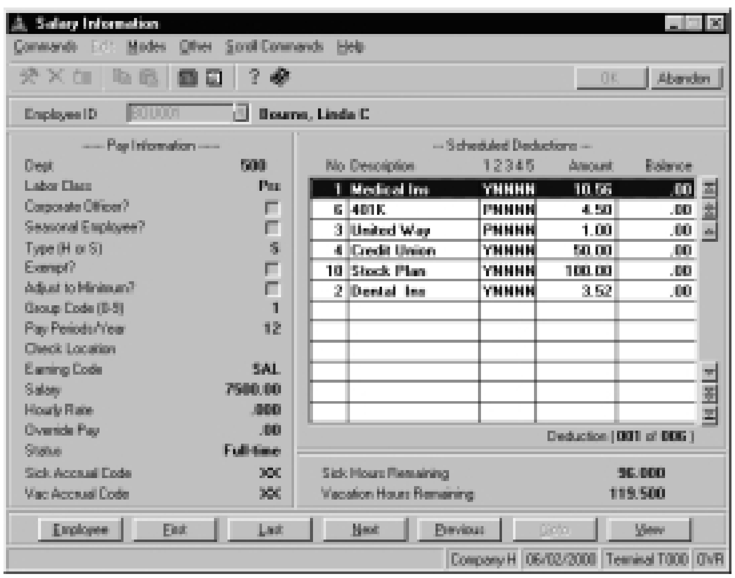
Salary Information

Use the Salary Information function to look at employee salary information—pay rate, scheduled deductions, remaining vacation hours, and so on.

To add to or change this information, use the Employees function on the File Maintenance menu.

Salary Information Inquiry Screen

Select **Salary Information** from the Employee Inquiry menu. The inquiry screen appears.



Inquiry

1. Enter the ID of the employee whose salary information you want to look at.

2. Use the commands on the command bar to find the information you need:

   Employee, **First**, **Last**, **Next**, **Prev**, **Goto**, **View**

Looking at a Different Employee Record

- To look at a different employee record, press **E**. Then enter the employee ID.
- To look at the next employee record on file, press **N**.
- To look at the previous employee record on file, press **P**.
- To look at the first employee record on file, press **F**.
- To look at the last employee record on file, press **L**.

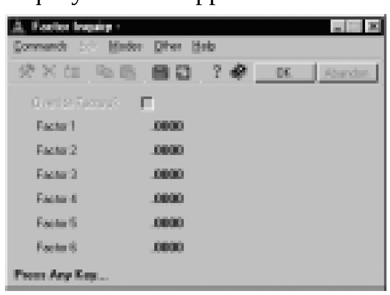
Looking at Scheduled Deduction Information

The **Goto** command appears only if there is more than one screen of items.

To look at a particular scheduled deduction, press **G** and then enter the deduction code or use the **Inquiry** command to select the code.

Looking at Factors

To look at factor information for a scheduled deduction, press **V**. The Factor Inquiry window appears.



The information displayed comes from the PADExxx (Employee Deductions) and PAEGxxx (Employee General Information) files and is entered in the Employees function (see page 10-3 for an explanation of the fields). Press any key to return to the Salary Information screen.

When you are finished looking at the information, press **E** to clear the screen and return to the Employee ID field, or use the **Exit** (**F7**) command to return to the Employee Inquiry menu.

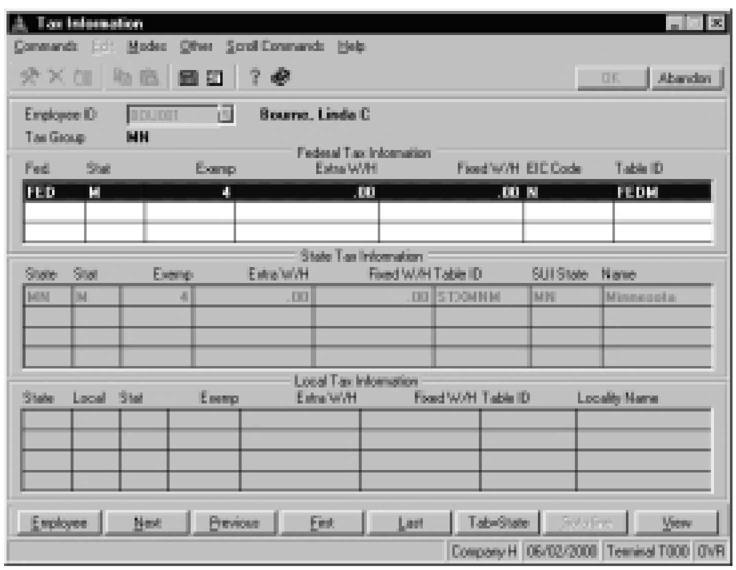
Tax Information

Use the Tax Information function to look at employees' federal, state, and local payroll tax information.

To add to or change this information, use the Employees function.

Tax Information Inquiry Screen

Select **Tax Information** from the Employee Inquiry menu. The inquiry screen appears.



The information displayed comes from the PAEGxxx (Employee General Information), PAESxxx (Employee Federal/State/Local Withholdings), PAEXxxx (Employee Exclusion), and PAWIxxx (Withholdings) files and is entered in the Employees function (see page 10-3 for an explanation of the fields).

Inquiry

1. Enter the ID of the employee whose tax information you want to look at.

2. Use the commands on the command bar to find the information you need:

   Employee, Next, Prev, First, Last, Tab, Goto line, View

Looking at Tax Information for a Different Employee

- To look at a different employee record, press **E**. Then enter the employee ID.
- To look at the next employee record on file, press **N**.
- To look at the previous employee record on file, press **P**.
- To look at the first employee record on file, press **F**.
- To look at the last employee record on file, press **L**.

Looking at Different Tax Authorities

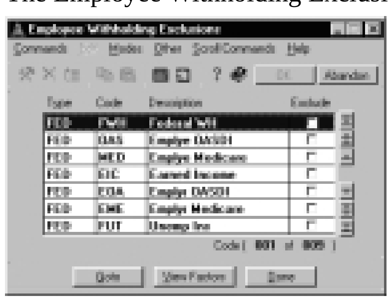
To move between the federal, state, and local portions of the screen, press the **Tab** key.

Looking at Withholding Information

The **Goto line** command appears only if there is more than one screen of items.

To look at a particular withholding tax, press **G** and then enter the line number or use the **Inquiry** command to select a line number.

To look at withholding exclusion information for a particular employee, press **V**. The Employee Withholding Exclusions window appears.



Use the commands on the command bar to find the information you need:

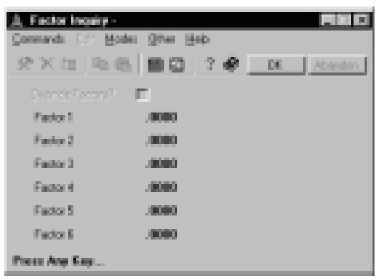
Goto line, Done, View factors

The **Goto line** command appears only if there is more than one screen of items.

To look at a particular type of withholding, press **G** and then enter the code number or entry number, or use the **Inquiry** command to select a type.

When you are finished viewing type and factor information, press **D** to return to the Tax Information screen.

To view factors, press **V**. The Factor Entry window appears.



Press any key to return to the Employee Withholding Exclusions screen.

Exiting from Tax Information Inquiry

When you are finished looking at the tax information for an employee, press **E** to clear the screen and return to the Employee ID field, or use the **Exit** (**F7**) command to return to the Employee Inquiry menu.

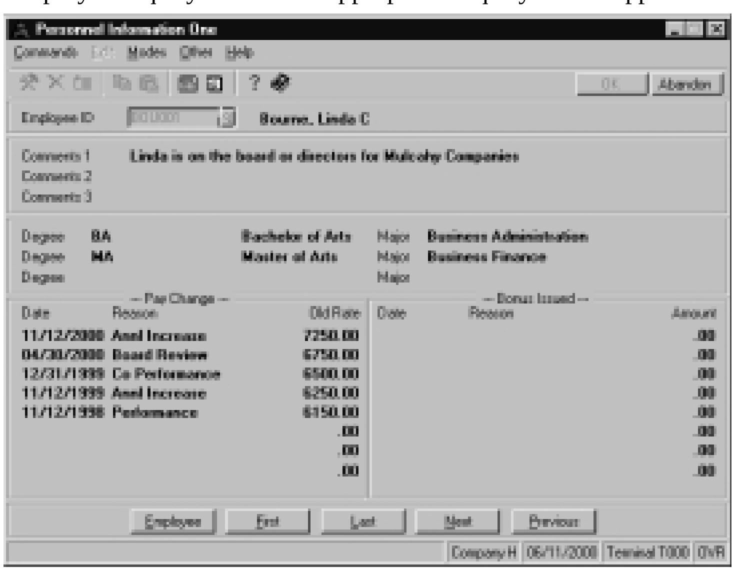
Personnel Information One/Two

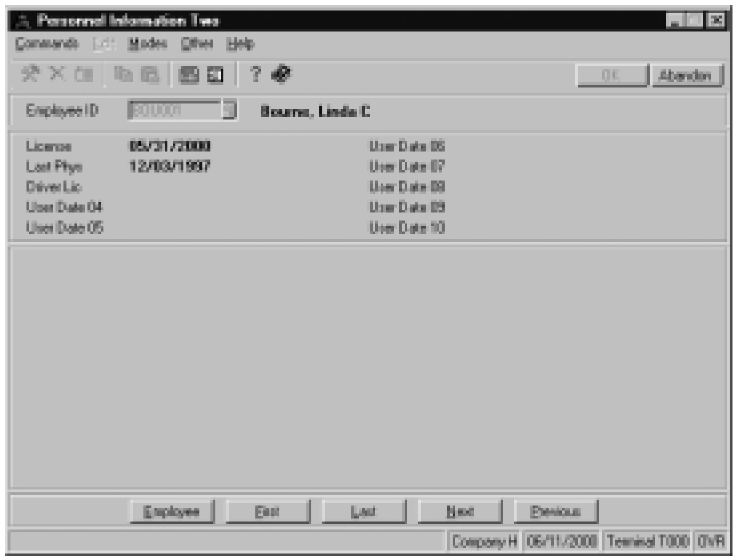
Use the Personnel Information function to look at miscellaneous personnel information set up for employees. The Personnel Information One screen provides miscellaneous comments, degrees, a pay change, and bonus information. The Personnel Information Two screen is user-defined; the field names are provided by the USRDDxxx table. The information displayed on both the screens comes from the PAEPxxx (Employee Personnel) file and is entered in the Employees function (see page 10-3 for an explanation of the fields).

To add or change this information, use the Employees function on the File Maintenance menu.

Personnel Information Inquiry Screens

Select **Personnel Information One** or **Personnel Information Two** from the Employee Inquiry menu. The appropriate inquiry screen appears.





The command bar and instructions for the two screens are identical:

Inquiry

1. Enter the ID of the employee whose personnel information you want to see.

2. Use the commands on the command bar to find the information you need:

   Employee, Next, Prev, First, Last

   - To look at a different record, press **E** and enter the employee ID.
   - To look at the next employee record on file, press **N**.
   - To look at the previous employee record on file, press **P**.
   - To look at the first employee record on file, press **F**.
   - To look at the last employee record on file, press **L**.

When you are finished looking at the information, press **E** to clear the screen and return to the Employee ID field, or use the **Exit** (**F7**) command to return to the Employee Inquiry menu.

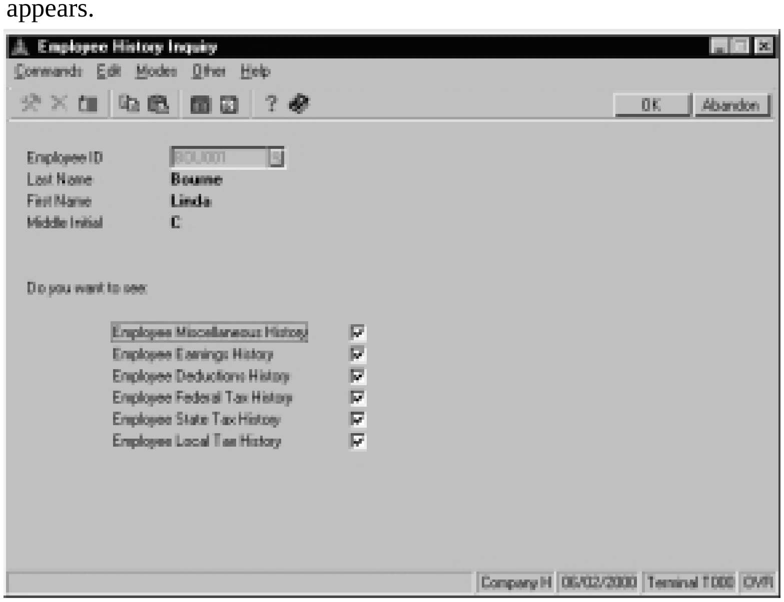
Employee History

Use the Employee History function to look at employee payroll history—hours, pay, deductions, and so on—for each quarter and for the year. Information comes from the PAEGxxx (Employee General Information), PAEDxxx (Employee Deduction History), PAEExxx (Employee Earnings History), PAEMxxx (Employee Miscellaneous History), and PAEWxxx (Employee Withholding History) files.

To add to or change this information, use the Employee History function on the File Maintenance menu (see page 10-25).

Employee History Inquiry Menu

Select **Employee History** from the Employee Inquiry menu. The selection screen appears.



Inquiry

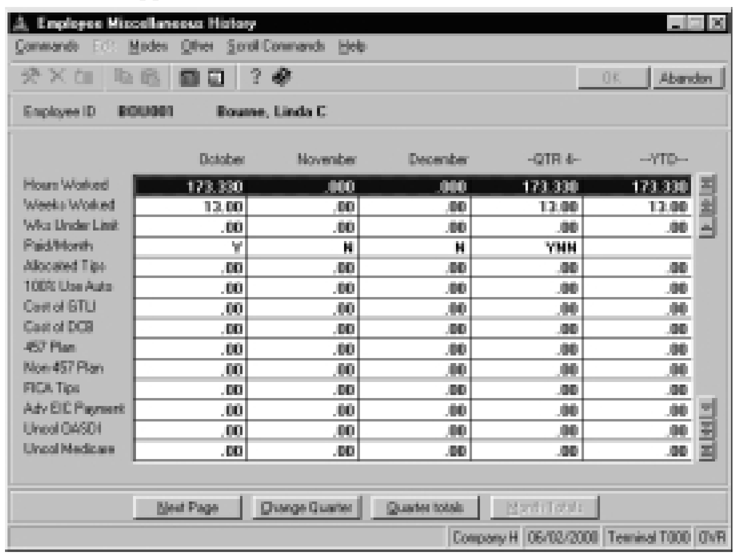
1. Enter the ID of the employee whose history you want to view.

2. Check the box (or enter **Y** in text mode) for each type of history you want to view; uncheck the box (or enter **N** in text mode) for each type you do not want to view.

When you have selected the screens you want, use the **Proceed (OK)** command to go to the first screen type you selected.

Employee Miscellaneous History Inquiry Screen

If you selected **Miscellaneous History** from the Employee History Inquiry menu, this screen appears:

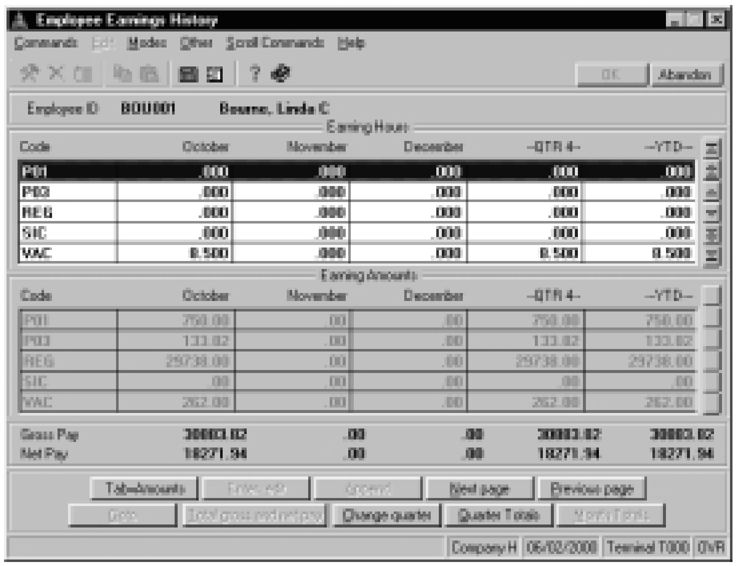


See page 10-3 for an explanation of the commands and fields.

When you are finished viewing the screen, press **N** to view the next screen you selected. If you did not select another screen, the Employee History Inquiry menu appears; enter another employee to view history for, or use the **Exit** (**F7**) command to return to the Employee Inquiry menu.

Employee Earnings History Inquiry Screen

If you selected **Earnings History** from the Employee History Inquiry menu, this screen appears:

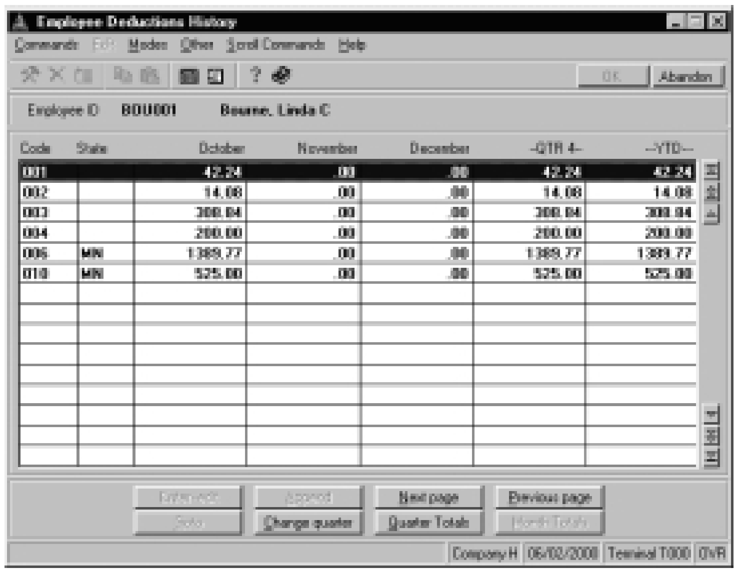


See page 10-3 for an explanation of the commands and fields.

When you are finished viewing the screen, press **N** to view the next screen you selected. If you did not select another screen, the Employee History Inquiry menu appears; enter another employee to view history for, or exit to the Employee Inquiry menu.

Employee Deductions History Inquiry Screen

If you selected **Deductions History** from the Employee History Inquiry menu, this screen appears:

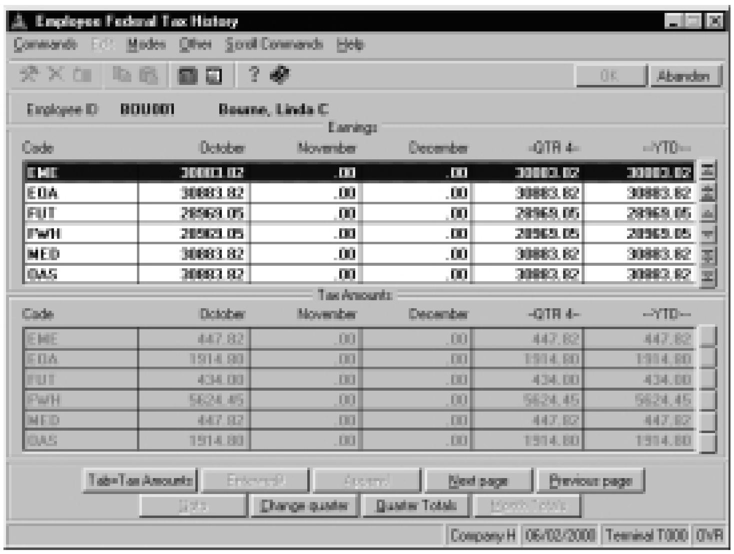


See page 10-3 for an explanation of the commands and fields.

When you are finished viewing the screen, press **N** to view the next screen you selected. If you did not select another screen, the Employee History Inquiry menu appears; enter another employee to view history for, or use the **Exit** (**F7**) command to return to the Employee Inquiry menu.

Employee Federal Tax History Inquiry Screen

If you selected **Federal History** from the Employee History Inquiry menu, this screen appears:

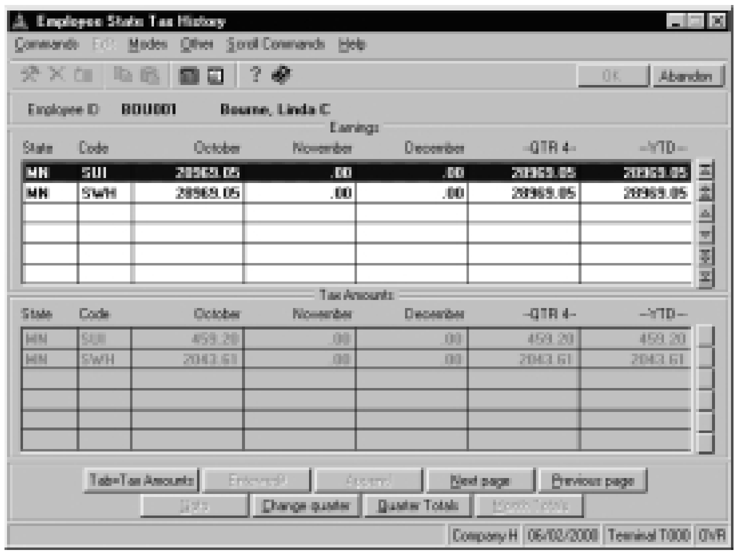


See page 10-3 for an explanation of the commands and fields.

When you are finished viewing the screen, press **N** to view the next screen you selected. If you did not select another screen, the Employee History Inquiry menu appears; enter another employee to view history for, or use the **Exit** (**F7**) command to return to the Employee Inquiry menu.

Employee State Tax History Inquiry Screen

If you selected **State History** from the Employee History Inquiry menu, this screen appears:

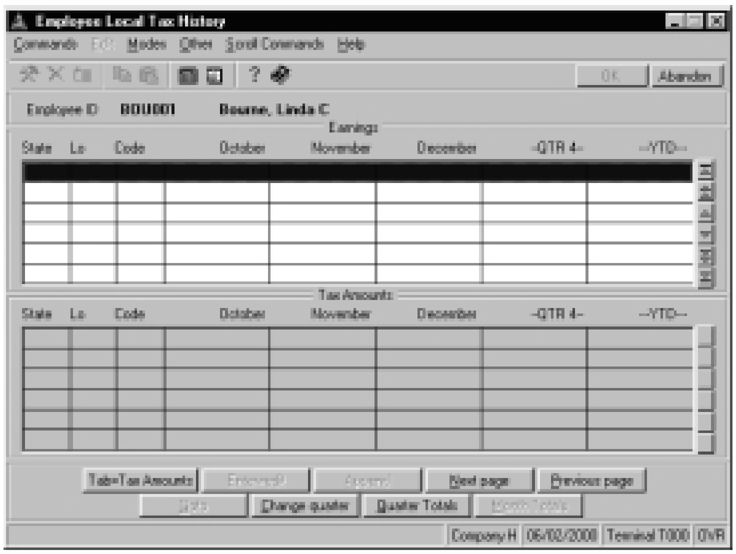


See page 10-3 for an explanation of the commands and fields.

When you are finished viewing the screen, press **N** to view the next screen you selected. If you did not select another screen, the Employee History Inquiry menu appears; enter another employee to view history for, or use the **Exit** (**F7**) command to return to the Employee Inquiry menu.

Employee Local Tax History Inquiry Screen

If you selected **Local History** from the Employee History Inquiry menu, this screen appears:



See page 10-3 for an explanation of the commands and fields.

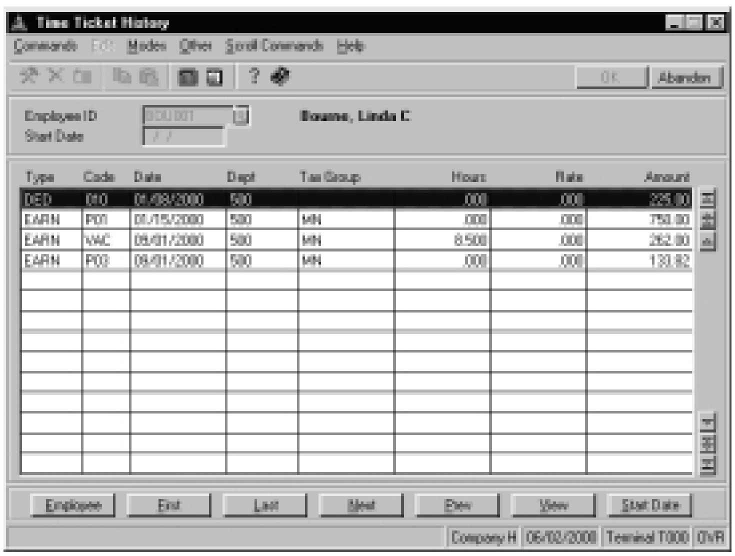
When you are finished viewing the screen, press **N** to go to the Employee History Inquiry menu. Enter another employee to view history for, or use the **Exit** (**F7**) command to return to the Employee Inquiry menu.

Time Ticket History

Use the Time Ticket History function to look at an employee's time ticket history for each quarter and for the year.

Time Ticket History Screen

Select **Time Ticket History** from the Employee Inquiry menu. This screen appears.



Inquiry

1. Enter the ID of the employee whose time ticket information you want to view.

2. Enter the start date for the time period you want to work with.

3. Use the commands on the command bar to find the information you need:

   Employee, First, Last, Next, Prev, View, Start Date

   - To look at a different record, press **E** and enter the employee ID.
   - To look at the first employee record on file, press **F**.
   - To look at the last employee record on file, press **L**.
   - To look at the next employee record on file, press **N**.
   - To look at the previous employee record on file, press **P**.
   - To view the time ticket details for the selected entry, press **V**. The View Transaction screen appears displaying details on the selected entry.
   - To change the start date, press **S**.

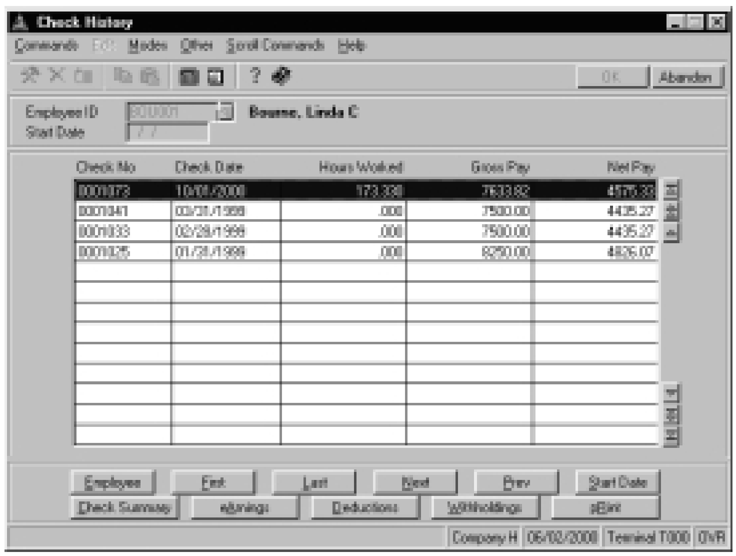
When you are finished looking at the information, press **E** to clear the screen and return to the Employee ID field, or use the **Exit** (**F7**) command to return to the Employee Inquiry menu.

Check History

Use the Check History function to look at an employee's check history for each quarter and for the year.

Check History Screen

Select **Check History** from the Employee Inquiry menu. This screen appears.



Inquiry

1. Enter the ID of the employee whose time ticket information you want to view.

2. Enter the start date for the time period you want to work with.

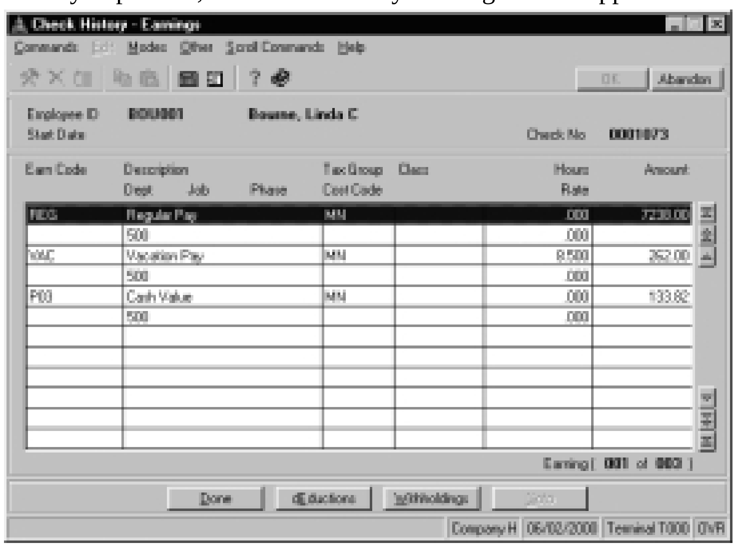
3. Use the commands on the command bar to find the information you need:

   Employee, First, Last, Next, Prev, Start Date
   Check Summary, eArnings, Deductions, Withholdings, pRint

   - To look at a different record, press **E** and enter the employee ID.
   - To look at the first employee record on file, press **F**.
   - To look at the last employee record on file, press **L**.
   - To look at the next employee record on file, press **N**.
   - To look at the previous employee record on file, press **P**.
   - To change the start date, press **S**.
   - To view the check summary, press **C**. The Check Summary screen appears, displaying a summary of the selected check. Press any key to return to the Check History screen.
   - To view the earnings screen for the selected entry, press **A**. The Check History Earnings screen appears displaying a summary of the earnings (see **Check History Earnings Screen** below).
   - To view the deductions for the selected check, press **D**. The Check History Deductions screen appears (see **Check History Deductions Screen** below).
   - To view the withholdings for the selected check, press **W**. The Check History Withholdings screen appears (see **Check History Withholdings Screen** below).
   - To print the entry screen, press **R**. Then select the output device.

Check History Earnings Screen

When you press **A**, the Check History Earnings screen appears.



Field	Description
Earn Code	The earning code is displayed (see page 11-9 to set up earning codes).
Description/Dept/Job/ Phase	The earning code description and the department, job and phase IDs are displayed.
Tax Group/Cost Code	The tax group and job cost code are displayed. For instructions on setting up tax groups, see page 11-27.
Hours/Rate	The amount of hours and the rate of pay for the earning code is displayed.
Amount	The amount earned for each earning code is displayed.

Use the commands on the Check History Earnings screen to perform the function you want and to find the information you need:

Done, dEductions, Withholdings, **Goto**

Press **D** to return to the Check History Inquiry screen.

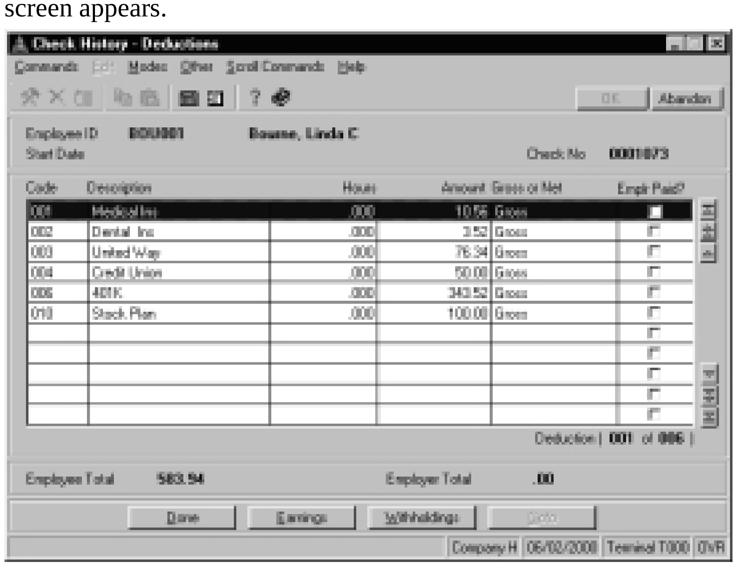
Press **E** to view the deductions for the selected entry. The Check History Deductions screen will appear (see **Check History Deductions Screen** below).

Press **W** to view the withholdings for the selected entry. The Check History Withholdings screen will appear (see **Check History Withholdings Screen** below).

Press **G** to go to a specific earning code.

Check History Deductions Screen

When you press **D** on the Check History screen, the Check History Deductions screen appears.



Field	Description
Code	The code for the deduction type is displayed (see page 11-17 for more information on setting up on deductions).
Description	The description for the deduction code is displayed.
Hours	If the employee has elected to deduct pay by hours worked, the amount of hours will be displayed.
Amount	The amount of money for the deductions is displayed.
Gross or Net	Displays whether the amount is deducted before taxes (gross) or after taxes (net).
Emplr Paid?	If the box is flagged, the deduction is paid by the employer, for example, a 401k matching amount.

Use the commands on the Check History Deductions screen to perform the function you want and to find the information you need:

Done, Earnings, Withholdings

Press **D** to return to the Check History Inquiry screen.

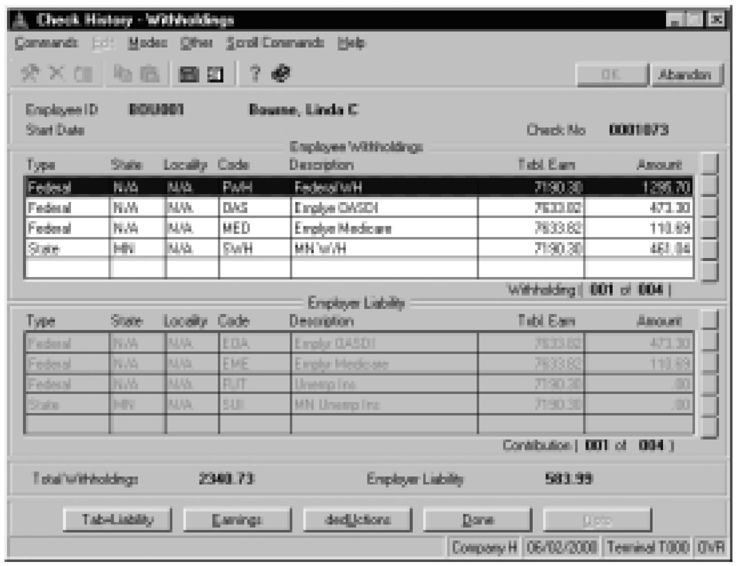
Press **E** to view the earnings for the selected entry. The Check History Earnings screen will appear (see **Check History Earnings Screen** above).

Press **W** to view the withholdings for the selected entry. The Check History Withholdings screen will appear (see **Check History Withholdings Screen** below).

Press **G** to go to a specific deduction code.

Check History Withholdings Screen

When you press **W** on the Check History screen, the Check History Withholdings screen appears.



Two areas are displayed: Employee Withholdings and Employer Liability. The Employee Withholdings area displays information for the amount of taxes the employee is liable for. The Employer Withholdings area displays the taxes for which the employer is liable.

Field	Description
Type	Displays the tax withholding description.
State	The state the employee pays taxes in is displayed.
Locality	If the employee is subject to locality taxes, that locality is displayed.
Code	The code for the withholding type is displayed.

Field	Description
Description	The description for the Code is displayed.
Txbl Earn	The amount of income subject to the withholding type is displayed.
Amount	The calculated amount of tax is displayed.

Use the commands on the Check History Withholdings screen to perform the function you want and to find the information you need:

Tab = Liability, Earnings, dedUctions, Done, **Goto**

Press the **Tab** key to toggle between the Employee Withholdings area and the Employer Liability area.

Press **E** to view the Check History Earnings screen (see **Check History Earnings Screen** above).

Press **U** to view the deductions for the selected entry. The Check History Deductions screen will appear (see **Check History Deductions Screen** above).

Press **D** to return to the Check History Inquiry screen.

Press **G** to go to a specific withholdings code.

Daily Work 5

Payroll Transactions

Use the Payroll Transactions function to enter, change, or delete the number of hours each employee worked; allocate labor dollars, hours and pieces to various departments, jobs, and phases for hourly and salaried employees; and enter miscellaneous earnings and deductions that will appear on employee payroll checks. If Payroll is interfaced with Job Cost, the JOHIxxx (Detail History), JOBSxxx (Jobs), and JOCDxxx (Cost Codes Detail) files will be updated when you post.

You cannot use the Payroll Transactions function if you are working with last-year files.

How you use the Payroll Transactions function depends on whether employees are hourly or salaried and whether you enter a time ticket or make a miscellaneous payroll entry.

Hourly employees are paid according to the time ticket data you enter. Hour, dollar, and piece data are distributed to the department you specify and to the job and/or phase you specify if Payroll is interfaced with Job Cost.

Salaried employees are paid according to the salary you entered in the PAEGxxx (Employee General Information) file, not according to the time you enter in the Payroll Transactions function; but you must use this function to enter payroll transactions for salaried employees for other types of pay (such as bonuses, overtime and double time), other deductions, and vacation and sick pay.

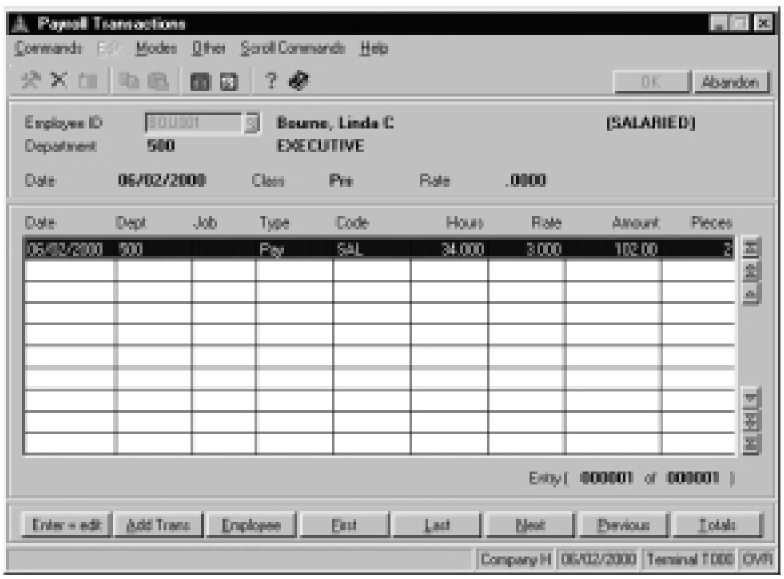
Salaries can be allocated to different departments by entering time tickets. The system keeps track of the employee's posted and unposted dollar amounts. You cannot exceed an employee's salary with time tickets if you elected to replace wages for salaried employees in the Earning Types function. If no time tickets are entered, all expenses go to the home department. If time tickets are entered, the earnings go to the specified department, and the employer withholdings and deductions go either to the home department or the department where the employee worked, based on the option you selected in the Resource Manager Options and Interfaces function. To determine hours for salaried employees, the system uses the information from the FREQxxx table.

To record other pay that employees have earned in addition to their regular pay (commission, tips, bonuses, and so on) and to record other deductions that are to be withheld from paychecks (items that are not regularly scheduled such as one-time contributions), make miscellaneous payroll entries. Define these deduction types through the Deductions function (see page 11-17).

To reverse incorrect time tickets and miscellaneous entries that have been posted, enter the time ticket with a negative number of hours or the miscellaneous entry with negative amounts. This procedure provides an audit trail of the change.

Payroll Transactions Screen

Select **Payroll Transactions** from the Daily Work menu. The function screen appears.



Inquiry

Maint

1. Enter the ID of the employee for which you want to enter, change, or delete information. The data from the employee's record appears.

   If you use the **Maintenance (F6)** command, the Employees function is temporarily called up.

2. Use the commands on the command bar to perform the function you want and to find the information you need:

   Enter = Edit, Add trans, Employee, First, Last, Next, Prev, Totals

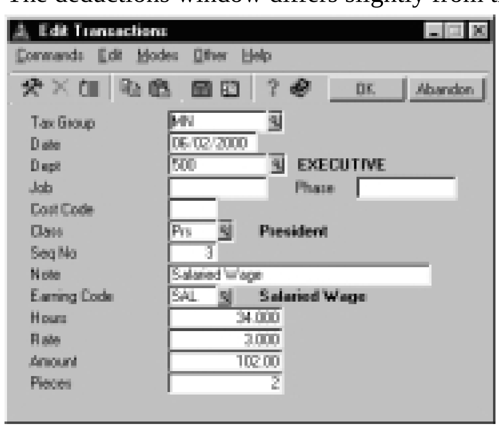
   - To edit a displayed transaction, move the cursor to the line you want to edit and press **Enter**. Then see **Editing a Transaction** below.

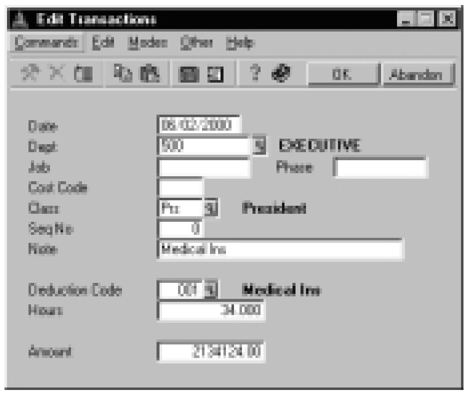
   - To add a transaction, press **A**. Then see **Adding a Transaction** below.

- To look at a different employee record, press **E**. Then enter the employee ID.
- To look at the first employee record on file, press **F**.
- To look at the last employee record on file, press **L**.
- To look at the next employee record on file, press **N**.
- To look at the previous employee record on file, press **P**.
- To view transaction totals for the employee, press **T**. Then see **Viewing Totals** later in this section.
- To delete a line item, use the **Delete (F3)** command.

Editing a Transaction

When you press **Enter** at the line you want to edit on the Payroll Transactions screen, either the earnings or the deductions Edit Transactions window appears. The deductions window differs slightly from the earnings window.





	Field	Description
Inquiry **Maint**	Tax Group	This field appears only if you are editing time ticket transactions. Press **Enter** if you want to use the displayed tax group, or enter a different tax group. If you use the **Maintenance** (**F6**) command, the Tax Group setup function is temporarily called up.
	Date	Press **Enter** to accept the date that is displayed for the transaction, or enter a different date.
Inquiry	Dept	The department ID determines the distribution of expenses in General Ledger. It also indicates where the hours, amount, and pieces will be distributed for accumulation in the PADPxxx (Department) file. Salary expense for salaried employees is automatically distributed to the employees' departments. If you want to distribute expenses to different departments, you must enter payroll transactions for each employee to do so. Press **Enter** to accept the displayed department, or enter a different department ID.

	Field	Description
Inquiry **Maint**	Job	Enter the ID of the job you want the time and amount on the time ticket charged to. The **Inquiry (F2)** and **Maintenance** (**F6**) commands are available if Payroll is interfaced with Job Cost. The description appears at the bottom of the screen for verification. If Payroll is interfaced with Job Cost and you want to charge the hours, amount, and pieces on a time ticket to a particular job or phase, enter the job ID and, if applicable, the phase ID (below). When you post transactions, the data updates the JOHIxxx (Job Detail History) file. If Payroll is not interfaced with Job Cost, you can enter job and phase information and then organize the Time Ticket Journal by job and/or phase for your records or produce the Transaction History Report for a historical record of job activity.
Inquiry **Maint**	Phase	If you entered a Job ID for this entry, enter the ID of the phase you want the time and amount on the time ticket charged to, if any. The **Inquiry (F2)** and **Maintenance** (**F6**) commands are available if Payroll is interfaced with Job Cost. The description appears at the bottom of the screen for verification.
Inquiry **Maint**	Cost Code	If Payroll is interfaced with Job Cost and you entered a job ID for this entry, enter the labor code for the job. The **Inquiry (F2)** and **Maintenance** (**F6**) commands are available if Payroll is interfaced with Job Cost.
Inquiry **Maint**	Class	Press **Enter** to accept the employee's labor class that is displayed from the PAEGxxx file, or enter a different class for the time ticket. If you use the **Maintenance (F6)** command, the Labor Classes function is temporarily called up.
	Sequence No	If you want to split earnings and override deductions for an employee receiving two paychecks, enter a sequence number. The sequence number you use will appear in the Time Ticket Journal.

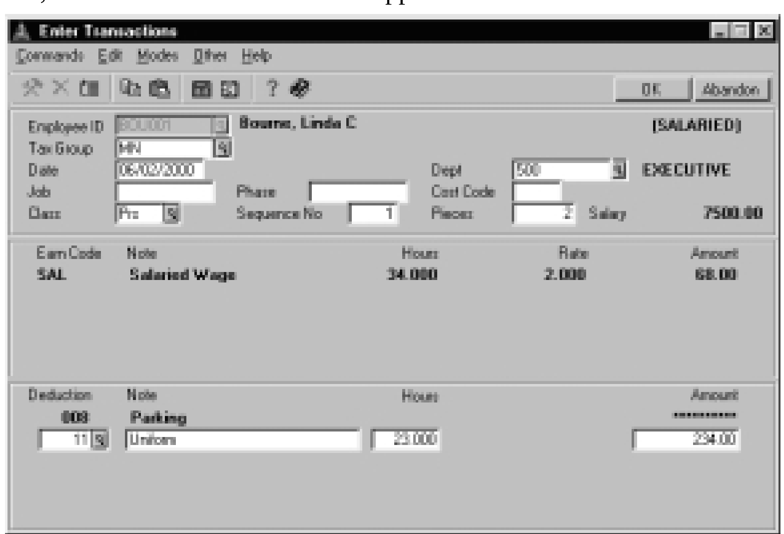
	Field	Description
	Note	Enter a description of the time ticket or deduction entry.
Inquiry Maint	Earn Code	This field appears only if you are editing a time ticket transaction. Press **Enter** to accept the employee’s earning code that is displayed from the PAEGxxx file, or enter a different earning code for the time ticket. (If you use the **Maintenance** (**F6**) command, the Earning Codes function is temporarily called up.) A description of the code appears.
Inquiry Maint	Ded Code	This field appears only if you are editing a deduction transaction. If you want to override an employee’s scheduled deduction or give a deduction the employee is not scheduled to receive, enter the code for the deduction. (If you use the **Maintenance** (**F6**) command, the Deduction Codes function is temporarily called up.)
	Hours	If you are entering a time ticket, press **Enter** if the employee worked the number of hours displayed, or enter a different number of hours. If you are entering a deduction transaction, enter the number of hours to use in calculating the deduction, if necessary.
	Rate	Press **Enter** to accept the employee’s pay rate that is displayed from the PAEGxxx file, or enter a different pay rate for the time ticket. The rate will change depending on the earning code entered and the Multiplier and Add to Base fields for that earning code.
	Amount	If you are entering a time ticket, the amount calculated for the time ticket is displayed. To change this figure, you must change the earning code, rate of pay, or number of hours worked. If you are entering a deduction transaction, enter the amount of the deduction.

Field	**Description**
Pieces	If the employee did piece work, the number of pieces he or she produced is displayed. Press **Enter** to accept it, or enter a different number. The Payroll system does not use piece information to calculate pay, but piece data can be distributed to and accumulated by department. In addition, if Payroll is interfaced with Job Cost, you can post period-, year-, and job-to-date pieces to the JOBSxxx file.

When you use the **Proceed** (**OK**) command to save the information, the Payroll Transactions screen reappears.

Adding a Transaction

When you press **A** on the Payroll Transactions screen to add a transaction to the list, the Enter Transactions screen appears.



	Field	Description
Inquiry Maint	Employee ID	Press **Enter** to add a transaction for the employee whose record is displayed, or enter a different employee ID. If you use the **Maintenance (F6)** command, the Employees function is temporarily called up.
Inquiry Maint	Tax Group	Press **Enter** to use the displayed tax group, or enter a different group if the employee is subject to tax in more than one group. If you use the **Maintenance (F6)** command, the Tax Group setup function is temporarily called up.
	Date	Press **Enter** to use the date that is displayed for the transaction, or enter a different date.
Inquiry	Dept	Press **Enter** to use the displayed department code, or enter a different code. If you enter a department code that is different from the employee's default department, it will be used to update the employer tax information in the PADPxxx (Department) file, depending on which option you selected in the Resource Manager Options and Interfaces function.
Inquiry Maint	Job	Enter the ID of the job you want the time and amount on the entry charged to. The **Inquiry (F2)** and **Maintenance** (**F6**) commands are available if Payroll is interfaced with Job Cost.
Inquiry Maint	Phase	If you entered a job ID for this entry, enter the ID of the phase you want the time and amount on the entry charged to, if any. The **Inquiry (F2)** and **Maintenance** (**F6**) commands are available if Payroll is interfaced with Job Cost.
Inquiry Maint	Cost Code	If Payroll is interfaced with Job Cost and you entered a job ID for this entry, enter the cost code for the job. The **Inquiry (F2)** and **Maintenance** (**F6**) commands are available if Payroll is interfaced with Job Cost.

	Field	Description
Inquiry Maint	Class	Press **Enter** to accept the employee's labor class that is displayed from the PAEGxxx file, or enter a different class for the time ticket. If you use the **Maintenance (F6)** command, the Labor Classes function is temporarily called up.
	Sequence No	If you want to produce multiple checks for an employee, enter all the transactions for the first paycheck under sequence number **0**. Then enter the transactions for the second paycheck under sequence number **1**, and so on.
	Pieces	If the employee did piecework, enter the number of pieces the employee produced. The Payroll system does not use this information to calculate pay, but piece data can be distributed to and accumulated by department. In addition, if Payroll is interfaced with Job Cost, you can post pieces to the JOBSxxx file.
	Salary or Rate	If the employee is salaried, the employee's normal salary amount is displayed. If the employee is hourly, enter the hourly rate that applies to these transactions or press **Enter** to accept the rate that appears.
Inquiry Maint	Earn Code	Press **Enter** to accept the earning code that is displayed from the PAEGxxx file, or enter an earning code for the time ticket. If you use the **Maintenance (F6)** command, the Earning Codes function is temporarily called up. You can enter five line items for an employee on this screen; if you need to enter more items, use the **Proceed** (**OK**) command to save these transactions, return to the Payroll Transactions scroll region, and reenter the Enter Transactions screen.

Field	Description
	If you elected to use the time card calculator (which is for hourly employees only) in the Resource Manager Options and Interfaces function, a prompt appears at the bottom of the screen. If you elect to use time card entry, the Time Card Entry window appears (see **Time Card Entry** below).
Note	A description of the earning code is displayed. Press **Enter** to accept that description, or enter a different description for this time ticket.
Hours	Enter the number of regular work hours recorded on the time ticket, or enter a negative number of hours to reverse a time ticket that has already been entered.
Rate	The pay rate for the earning code is displayed. Press **Enter** to accept the rate or enter a different rate for this time ticket.
Amount	The amount (the number of hours times the rate) is displayed. Press **Enter** to accept the amount, or enter a different amount. If you enter a different amount, the rate will be recalculated for this time ticket. When you accept the amount the cursor moves to the next time ticket line. Enter another earning code, or press **Enter** to leave the earning code blank and enter a deduction entry.
Inquiry **Maint** Deduction	Enter a deduction code. If you entered a job and phase, deductions are not posted to the job. (If you use the **Maintenance** (**F6**) command, the Deduction Codes function is temporarily called up.) You can enter five line items for an employee on this screen; if you have more than five deductions to enter, use the **Proceed** (**OK**) command to transfer the transactions to the Payroll Transactions scroll region and reenter the Enter Transactions screen.
Note	The description of the deduction is displayed. Press **Enter** to accept that description, or enter a different description for this deduction.

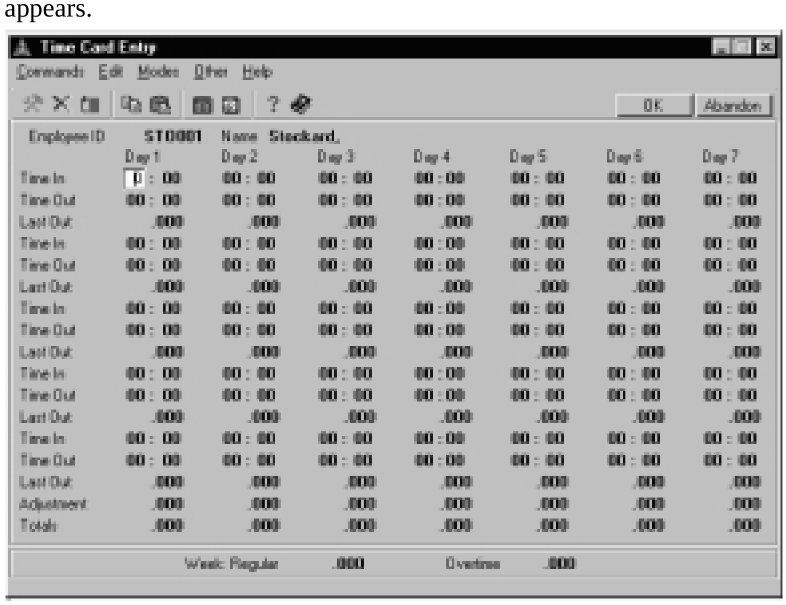
Field	Description
Hours	Enter the number of hours associated with the deduction.
Amount	Enter the amount of the deduction.

When you save the information, the pay- and deduction-related fields are cleared, but the employee and job information you entered remains on the screen. Change the information that is displayed, or enter a different employee ID. If you enter a different employee ID, the job and phase information remains on the screen, making it easy to enter time tickets for the employees who worked on a job.

When you are finished adding transactions, exit to the Payroll Transactions screen.

Time Card Entry

Time cards can be filled out daily or weekly for each employee. If you elected to use the time card calculator in the Resource Manager Options and Interfaces function and in the Enter Transactions function, the Time Card Entry window appears.

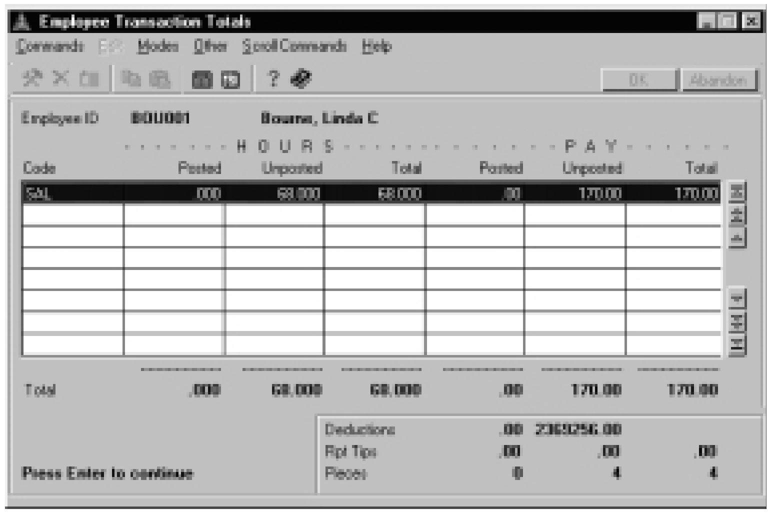


Field	Description
Employee ID/Name	The employee's ID and name are displayed.
Time In	For each day of the week, enter the hour and minute the employee punched in. Enter hours in military format. For example, if the employee started work at 5:00 P.M., enter **17** and **00**.
Time Out	For each day of the week, enter the hour and minute the employee punched out. Enter hours in military format. For example, if the employee finished work at 5:00 P.M., enter **17** and **00**.
Last Out	The time elapsed between the time in and the previous time out is displayed. No number is displayed in the first Last Out field.
Adjustment	Enter hours or minutes adjustments for each day. For example, if an employee worked after punching out, you can compensate for that here.
Totals	The total number of hours and minutes for each time in, time out, and adjustment (if any) are displayed for the employee.
Week: Regular	The total number of regular hours the employee worked for the week is displayed.
Week: Overtime	The total number of overtime hours the employee worked for the week is displayed, depending on how the TCALCxxx table is set up. If overtime has been calculated, you must enter the overtime codes on the Enter Transactions screen.

When you save your entries, the Enter Transactions screen reappears with the updated hours information.

Viewing Totals

When you press **T** on the Payroll Transactions screen, the Employee Transaction Totals window appears.



The posted, unposted, and total hours and pay are displayed for each earning code assigned to the employee. If there are more earning codes than fit on one screen, you can scroll up and down to view additional earning codes.

Deductions, reported tips, and pieces are displayed at the bottom of the screen.

When you are finished viewing employee transaction totals, press **Enter** to return to the Payroll Transactions screen.

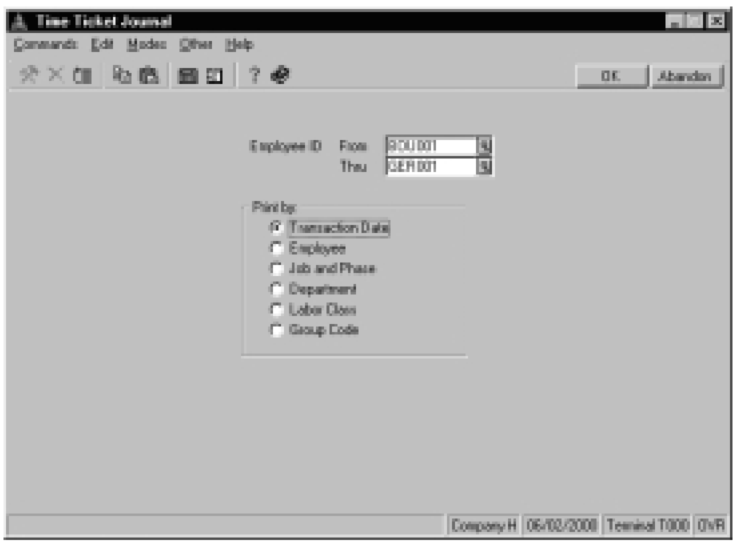
Time Ticket Journal

The time tickets you entered into the PATRxxx (Transactions) file but have not posted are listed in the Time Ticket Journal. Print the journal before you post transactions and use it to verify your entries and as part of your audit trail.

You cannot use the Time Ticket Journal function if you are working with last-year files.

Time Ticket Journal Screen

Select **Time Ticket Journal** from the Daily Work menu. This screen appears.



Inquiry

1. Enter the range of employees you want to include in the journal.
2. Select the order in which you want to organize the journal.
3. Select the output device.

A sample Time Ticket Journal is at the end of this section.

After the journal is produced, the Daily Work menu appears.

Time Ticket Journal

```
06/21/2001                                                    Builders Supply                                                 Page    1
12:54 PM                                                    Time Ticket Journal
                                                                By Employee

Employee                   Type  Date       State Local Dept.   Job    Phase  Cost Class -----Earning-----          Rate       Pieces
ID     Name                Group            Code  Code  ID      ID     ID     Code Seq.  Code Description          Hours       Amount
-------------------------------------------------------------------------------------------------------------------------------------

BOU001 Bourne, L C           S   06/20/2001 MN          500                        Prs   P01  Bonus                 .000            0
                             1                                                     000                              .000       500.00
                                                                                                              ----------------------
                                                                       Pieces Totals                                                0
                                                                       P01 Bonus                                    .000       500.00
                                                                       Employee BOU001 Totals                       .000       500.00

JON001 Jonchim, M K          H   06/20/2001 MN          501                        SEC   REG  Regular Pay          7.500            0
                             1                                                     000                            40.000       300.00
                                                                                                              ----------------------
                                                                       Pieces Totals                                                0
                                                                       REG Regular Pay                            40.000       300.00
                                                                       Employee JON001 Totals                     40.000       300.00
                                                                                                              ======================
                                                                                   Pieces Totals                                    0
                                                                                   P01 Bonus                        .000       500.00
                                                                                   REG Regular Pay                40.000       300.00
                                                                                   Grand Total                    40.000       800.00

End of Report
```

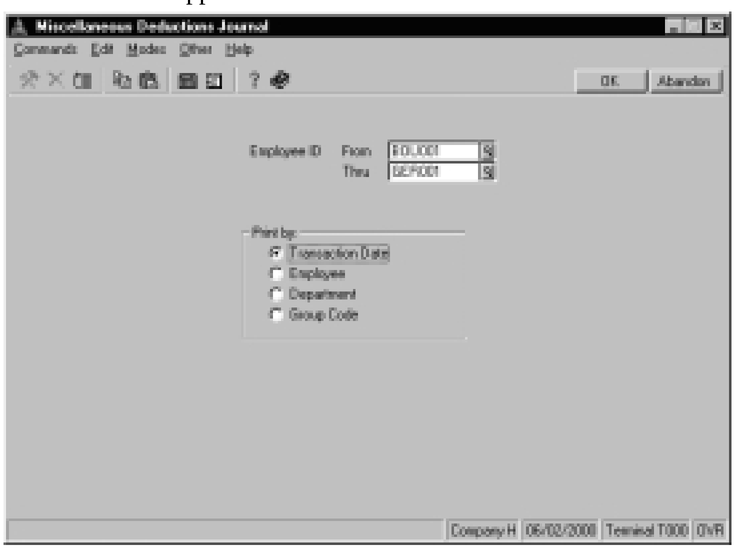
Miscellaneous Deductions Journal

The deductions you entered into the PATRxxx (Transactions) file but have not been posted are listed in the Miscellaneous Deductions Journal. Print the journal before you post transactions and use it to verify your entries and as part of your audit trail.

You cannot use the Miscellaneous Deductions Journal function if you are working with last-year files.

Miscellaneous Deductions Journal Screen

Select **Miscellaneous Deductions Journal** from the Daily Work menu. The function screen appears.



Inquiry

1. Enter the range of employees you want to include in the journal.
2. Select the order in which you want to organize the journal.
3. Select the output device.

A sample Miscellaneous Deductions Journal is at the end of this section.

After the journal is produced, the Daily Work menu appears.

Miscellaneous Deductions Journal

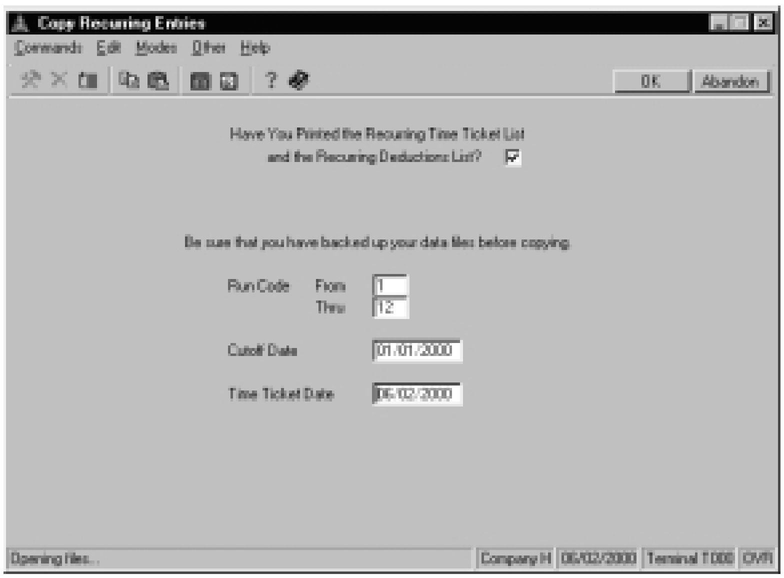
```
06/21/2001                                   Builders Supply                                          Page    1
12:57 PM                                Miscellaneous Deductions Journal
                                                 By Employee

Employee                    Type Group Date       Dept.  -----Deduction---       Hours      Amount  Note
ID     Name                                              Code Description
------------------------------------------------------------------------------------------------------------------------------------

BOU001 Bourne L C             S   1    06/20/2001 500    005  Dues                .000       10.00
                                                         -----------------------------------------
                                                         005  Dues                .000       10.00
                                                         Emp. BOU001 Totals       .000       10.00

JON001 Jonchim M K            H   1    06/20/2001 501    005  Dues                .000       10.00
                                                         -----------------------------------------
                                                         005  Dues                .000       10.00
                                                         Emp. JON001 Totals       .000       10.00

                                                         =========================================
                                                         005  Dues                .000       20.00
                                                         Grand Total              .000       20.00

End of Report
```

Copy Recurring Entries

Use the Copy Recurring Entries function to copy recurring time tickets.

Copy Recurring Entries Screen

Select **Copy Recurring Entries** from the Daily Work menu. This screen appears.



1. If you have printed the Recurring Time Ticket List and the Recurring Deductions List, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode) and return to the Daily Work menu.

   Verify that you have backed up your data files before proceeding.

2. Enter the range of run codes you want to copy.

3. Enter the cutoff date. Recurring entries that have a cutoff date after the date you enter here will be copied.

4. Enter the date you want the system to use as the transaction date.
5. Select the output device.

A sample Copy Recurring Entries Log is at the end of this section.

After the log is produced, the Daily Work menu appears.

Copy Recurring Entries Log

06/03/2001 Builders Supply PAGE 1
12:13 PM Copy Recurring Entries
Audit Trail

Run Code	Emp ID	Dept. ID	State Code	Local Code	Job ID	Phase ID	Cost Code	Seq No.	Pay/ Ded	Hours	Rate	Amount
1	BOU001	500	MN				000	000	Pay	20.000	.000	.00
1	JON001	501	MN				000	000	Pay	80.000	7.500	600.00
					RUN CODE 1 PAY TOTALS					100.000		600.00
					Grand Total Pay					100.000		600.00
					Grand Total Ded					.000		.00

End of Report

Post Transactions

When you post transactions, time ticket and miscellaneous deduction information is transferred from the PATRxxx (Transactions) file to the PATPxxx (Transactions Post) file. Once posted, this information cannot be changed through the Payroll Transactions function. (You can, however, view the totals of the posted entries using the Totals command in Transaction entry.) During posting, the detail from the time tickets is lost; only the summary information necessary to produce the next group of paychecks is stored.

In addition, the PADPxxx (Department) file is updated so that department records show the number of hours and pieces and the amount of the payroll expenses on the time tickets. If Payroll is interfaced with Job Cost, the job and phase records are updated with labor expense (excluding deductions) and hours.

If you elected to save transaction history when you installed Payroll, the PATHxxx (Transaction History) file is updated with the detail from the time tickets and miscellaneous deduction entries from the PATRxxx file. When the post is complete, the PATRxxx file is erased, clearing the way for more time ticket and miscellaneous deduction entries.

You cannot use the Post Transactions function if you are working with last-year files.

Before Posting

Before you post, perform these tasks:

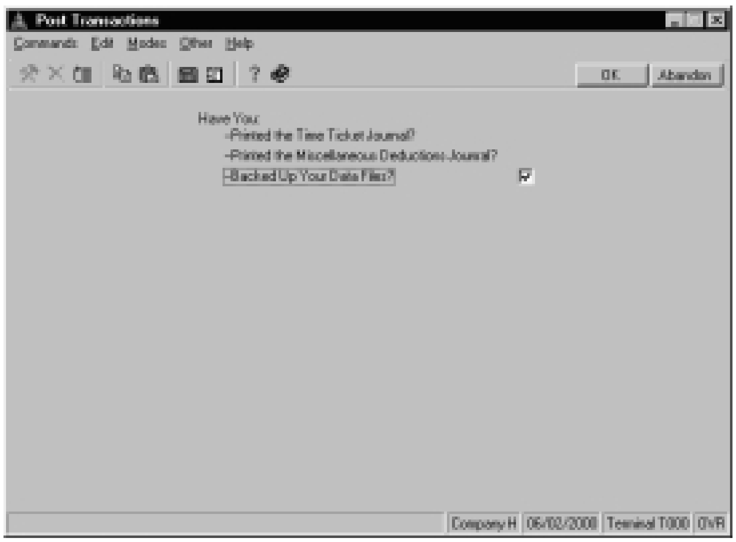
- If you have a multiuser system, make sure that no one else is using the Payroll system. You cannot post if someone else is using the Payroll functions.
- Print the Time Ticket Journal (see page 5-17).
- Print the Miscellaneous Deductions Journal (see page 5-21).
- Back up your data files.

The information in the Time Ticket Journal and the Miscellaneous Deductions Journal comes from the PATRxxx file. Posted entries are cleared from this file to make room for the next group of entries. Because you cannot reconstruct the journals after you post, printing them before you post is important.

Backing up your data files before you post is an important practice. Unforeseen problems such as a power surge or failure can interrupt the post and result in the loss of data.

Post Transactions Screen

Select **Post Transactions** from the Daily Work menu. The function screen appears.



1. Before you post, you should print the Time Ticket and Miscellaneous Deductions Journals and back up your data files. If you have not done these things, uncheck the box (or enter **N** in text mode) and do so now. When you have completed these tasks, check the box (or enter **Y** in text mode) to continue.

2. Select the output device.

The posting log lists the total hours and wages posted to the PADPxxx, PATPxxx, and PATHxxx files. A sample posting log is at the end of this section.

After posting is completed and the log is produced, the Daily Work menu appears.

Payroll Posting Log

```
08/26/2001                      Builders Supply                  PAGE   1
10:20 AM                        Payroll Posting


 Pay or Deduction                --- Total Posted ---
Code    Description               Hours          Wages
-----------------------------------------------------


REG     Regular Pay                .000         337.50
SAL     Salaried Wage              .000       23050.00
                             ------------------------
        EARNING TOTALS             .000       23387.50


End of Report
```

Payday Work 6

Introduction

Perform the functions in the order they appear on the menu, but do not use the Void Checks function until you have posted the checks. First calculate checks and enter manual checks. Then produce the Edit Register to check your work. Print the checks and the Check Register. Produce the reports you need, and then post.

Several of the functions in this chapter appear on an additional menu called Payroll Reports and Posting that appears on the Payday Work Menu. To access these functions, select **Payroll Reports and Posting** from the Payday Work menu and then select the function from the Payroll Reports and Posting submenu.

Calculate Checks

The Calculate Checks function uses the information in the PATPxxx (Transactions Post) file to calculate checks for your employees. The PATPxxx file was updated when you posted transactions to calculate taxes and deductions and to build the PACDxxx (Checks Deductions), PACExxx (Checks Earnings), PACHxxx (Checks), and PACWxxx (Checks Withholdings) files in preparation for check printing.

You cannot use the Calculate Checks function if you are working with last-year files.

You can calculate multiple checks for each employee each time you produce checks. If you have entered manual checks, you can use the Calculate Checks function without having fully processed and printed the manual checks; manual and calculated checks can be processed in the same check run.

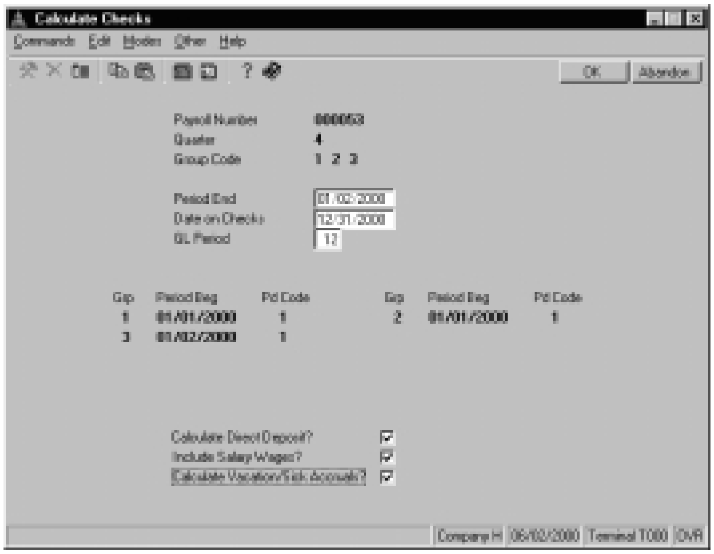
Note

You must calculate checks before you add manual checks. If you create manual checks before you calculate checks, the manual checks will be erased.

When you calculate checks, the Calculate Checks Log is produced. Use the log to verify totals and earning code information and as part of your audit trail. If an error occurs during check calculation, a message is printed in the log (see appendix A for an explanation of error messages in the log).

Calculate Checks Screen

Select **Calculate Checks** from the Payday Work menu. This screen appears.



If you calculated checks or entered manual checks without finishing the payday steps, the following prompt appears:

Checks are already on file. Do you want to start over?

Note

If you calculate checks again, the data that is on file will be erased. Make sure that the previous day's payday work cycle was completed properly. If it was not, do not calculate checks again, because the checks that were issued will not be reflected in the payroll totals or in the general ledger balances. To verify checks that have been calculated, print the Check Register.

If you do not want to calculate checks, select **No** (or enter **N** in text mode) to exit to the Payday Work menu. If you want to calculate checks again, erasing the checks that are on file, select **Yes** (or enter **Y** in text mode).

Field	Description
Payroll Number	The payroll number is displayed from the PACTLxxx table.
Quarter	The quarter is displayed from the PACTLxxx table.
Group Code (0–9)	The codes you enter determine which employees will be paid. The codes are compared to the group code for each employee in the PAEGxxx (Employee General Information) file. You cannot add a check for an employee who is not in an included group code. If you elect to include salary wages in this check run, salaried employees with the group code you enter will be paid their salary amount, less deductions and taxes. Hourly employees with the group code you enter will be paid according to the earnings accumulated in the PATPxxx file from transactions entered, less deductions and taxes.
Period End	Enter the date the pay period ends. The system uses this date and the period beginning date you enter for each group code (and checks each employee's start and termination dates in the employee records) to verify employment during the pay period.
Date on Checks	Enter the date you want to print on the checks.
GL Period (1–13)	The general ledger period is used when you post checks. The totals for the checks produced are posted to the general ledger period you specify. (The totals in the Payroll system are affected in the current period, regardless of the general ledger period you enter.) Press **Enter** to post the checks to the displayed period, or enter a different period.
Grp	The group codes you entered above are displayed.

Field	Description
Period Beg	The system uses this date and the period ending date you entered above to verify employment during the pay period. For each group code you entered above, enter a date for the start of the pay period, or press **Enter** to accept the date that is displayed.
Pd Code	The period code you entered in the Scheduled Deductions portion of the Employee Salary Information screen indicates when and how each scheduled deduction is taken. During check calculation, the period codes are compared to the codes in the employee record to determine which deductions will be taken. For each group code you entered above, enter the appropriate period code **(1**–**5)**, or enter **6** to skip deductions.
Include Salary Wages?	Check the box (or enter **Y** in text mode) to include salary wages in the calculation for the group codes entered; uncheck the box (or enter **N** in text mode) to exclude the wages. Only time ticket and miscellaneous payroll information is processed, so you can process bonus checks without processing the salary wage.
Calculate Vacation/Sick Accruals?	This field appears if you elected to use this option in the Resource Manager Options and Interfaces function. If you want the system to calculate vacation and sick accruals, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

When you save your entries, you are prompted to select the output device.

A sample Calculate Checks Log is at the end of this section.

After check calculation is finished, the Payday Work menu appears.

Calculate Checks Log

```
08/04/2001                                               Builders Supply                                                   Page
11:53 AM                                                 Calculate Checks


Group Code   1

Period End     04/31/2001
Date on Checks 04/31/2001
GL Period      12

Grp  Period Beg  Pd Code       Grp  Period Beg  Pd Code
 1   04/15/2001    1




   Calculate Checks Totals
REG  Regular Pay                              304.00
SAL  Salaried Wage                          23050.00

Gross Pay                                   23354.00
Net Pay - Checks                            15732.91
Number of Employees                                5
Number of Checks                                   5

End of Report
```

Manual Checks

Use the Manual Checks function when you want to produce payroll checks outside the normal payroll cycle. For example, if an employee resigns, is going on vacation, or is receiving a bonus or other type of compensation on a separate check, you can produce a manual check for the employee before the next payday or produce multiple checks on payday.

Note

If you issue and print a check for a previous year, make sure that the check is dated for the correct year.

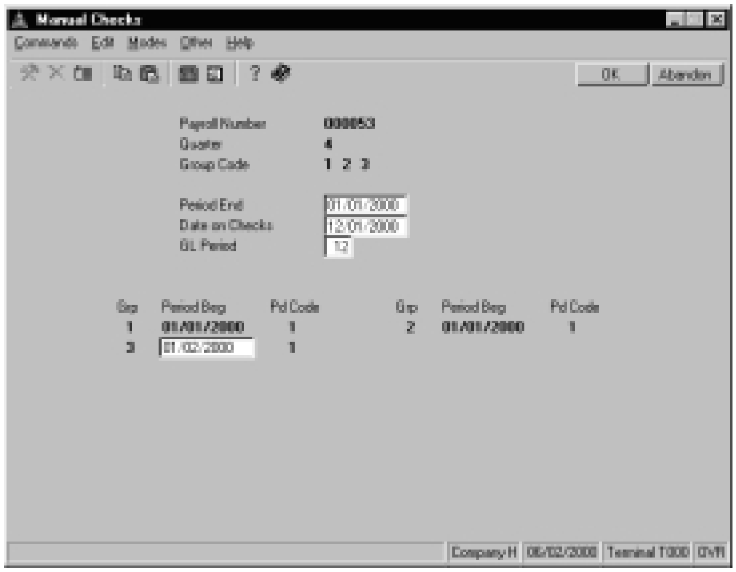
You can also use the Manual Checks function to change deductions and withholdings of calculated checks that are already in the PACHxxx (Checks) file.

Before You Begin

If you have a multiuser system, make sure that no one else is calculating checks. You cannot enter manual checks if someone else is using the PACHxxx file to calculate checks.

Manual Checks Selection Screen

Select **Manual Checks** from the Payday Work menu. The selection screen appears.



If manual checks are already on file, additional fields appear at the bottom of the screen (refer to **Options** below). If no manual checks are on file, the entries you make in these fields apply to all the manual checks you enter until you post checks.

Field	Description
Payroll Number	The payroll number is displayed from the PACTLxxx table, which is stored in the PATBxxx file.
Quarter	The current payroll quarter is displayed from the PACTLxxx table.
Group Code (0–9)	The codes you enter determine which employees you can enter manual checks for. The codes are compared to the group code for each employee in the PAEGxxx (Employee General Information) file.

Field	Description
Period End	Enter the last day of the pay period.
Date on Checks	Enter the date you want to print on the checks.
GL Period (1–13)	Press **Enter** to post the general ledger entries to the displayed accounting period, or enter a different accounting period.
Grp	The group codes you entered above are displayed.
Period Beg	For each group code you entered above, enter a date for the start of the pay period.
Pd Code	Enter the period code **(1**–**5)** that indicates which scheduled deductions should be taken for the manual checks in the group, or enter **6** if you do not want deductions to be taken for these checks. If you do not want deductions to be taken for a few of the checks, zero out the deduction amount as you enter the checks.

When you are finished making selections, the Manual Checks screens appear.

Options

If checks are already on file, select the action you want to take. You can

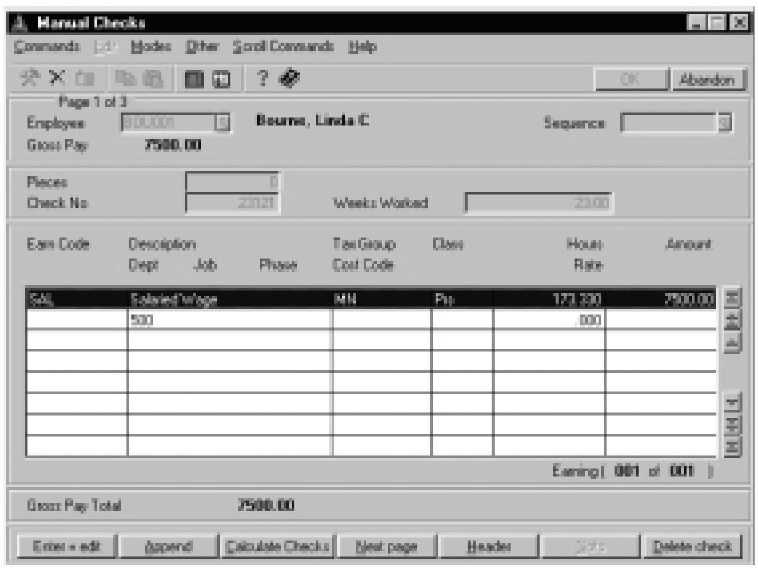
- enter a manual check (refer to **Manual Checks Screens** below)
- change a manual check that is on file (refer to **Manual Checks Screens** below)
- change calculated checks (you can edit deductions and withholding information for calculated checks, but not earnings information)
- erase the manual checks that are on file and then enter new manual checks

Manual Checks Screens

Use the Manual Checks screens to enter and edit manual checks.

Manual Checks Screen One

When you proceed from the Manual Checks selection screen, the first of three Manual Checks screens appears. Use this screen to enter and edit earning codes for manual checks or to change or delete unposted manual checks.



Field	Description
Inquiry **Maint** Employee	Enter the ID of the employee the check is for.
	To change or delete an unposted manual check, enter the employee ID; then press **Enter** to display the first check in the file, or enter an employee ID to display a different check. If the check that appears is not the one you want, use the **Abandon (Cancel)** command to go to the Employee field and enter a different employee ID.

Field	Description
Inquiry Sequence	If you entered more than one check for the employee, enter the sequence number of the check you want to work with.
Gross Pay	The employee's gross pay for the check is displayed.
Pieces	If applicable, enter the number of pieces the employee is being paid for. Pieces, which are used for management information and job control, are not posted to Job Cost.
Check No	If you are entering the check after it was issued, enter the number of the check you issued to the employee. If you do not enter a check number, check numbers are assigned automatically when you print checks.
Weeks Worked	Enter the number of weeks the employee worked.

Use the **Proceed** (**OK**) command to go to the earning code scroll region.

Command Bar

Enter = edit, Append, Calculate check, Next page, Header, Delete check

To edit an earning code, press **Enter**. To add an earning code, press **A**. Then see **Editing and Adding Earning Codes** below.

To calculate a check, press **C**. If you elected to accrue sick and vacation time for an employee in the Resource Manager Options and Interfaces function, the following message appears:

Do you wish to accrue Vacation/Sick for this employee?

If you want to accrue vacation and sick time for the employee, select **Yes** (or enter **Y** in text mode); if not, select **No** (or enter **N** in text mode). The check is then calculated and the second manual checks screen appears.

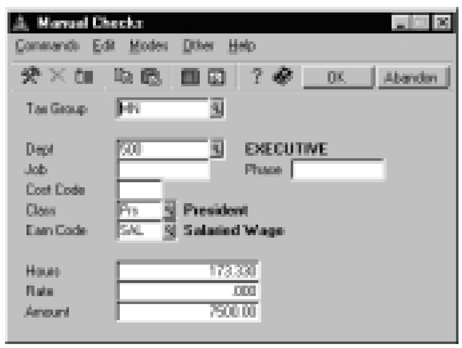
If you elected not to accrue vacation and sick time for an employee, you can enter or edit a manual check or press **N** to go to the next page of line items.

To enter or edit the number of pieces, the check number, or the weeks worked for the paycheck, press **H**.

To delete the check, press **D**.

Editing and Adding Earning Codes

When you press **Enter** or **A** on the command bar of the first Manual Checks screen, the following window appears:



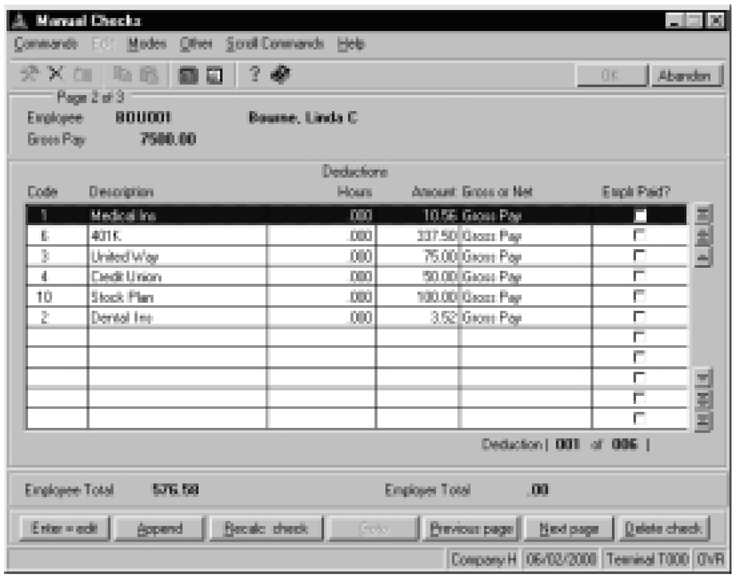
	Field	Description
Inquiry Maint	Tax Group	Press **Enter** to accept the displayed tax group ID, or enter a different ID.
Inquiry	Dept	Press **Enter** to use the displayed department, or enter a different department ID.
Inquiry Maint	Job	If Payroll is interfaced with Job Cost, press **Enter** to use the displayed job ID, or enter a different job ID. The **Inquiry (F2)** and **Maintenance** (**F6**) commands are available if Payroll is interfaced with Job Cost.
Inquiry Maint	Phase	If this earnings entry contains a job ID, press **Enter** to use the displayed phase ID, or enter a different phase ID. The **Inquiry (F2)** and **Maintenance** (**F6**) commands are available if Payroll is interfaced with Job Cost.

	Field	Description
Inquiry Maint	Cost Code	If this earnings entry contains a job ID, press **Enter** to use the displayed cost code, or enter a different cost code. The **Inquiry (F2)** and **Maintenance** (**F6**) commands are available if Payroll is interfaced with Job Cost.
Inquiry Maint	Class	Press **Enter** to accept the employee's labor class, or enter a different class.
Inquiry Maint	Earn Code	Press **Enter** to accept the employee's earning code, or enter a different code.
	Hours	Press **Enter** if the employee worked the number of hours displayed, or enter a different number of hours.
	Rate	Press **Enter** to accept the employee's pay rate, or enter a different pay rate.
	Amount	The amount of the check is displayed. To change this figure, you must change the earning code or number of hours worked. The pay rate is then recalculated.

When you have finished editing or adding transactions, use the **Proceed** (**OK**) command to save the transaction. When you use the **Next page** command, the second Manual Checks screen appears.

Manual Checks Screen Two

Use the second Manual Checks screen to enter and edit deduction codes for each manual check generated for each employee.



Command Bar

Enter = edit, Append, Recalc check, Goto, Next page, Previous page, Delete check

To edit a deduction code, press **Enter**. To add a deduction code, press **A**. Then see **Editing or Adding Deductions** below.

To recalculate the employee withholdings and employer's liability for a check, press **R**. The deductions are not recalculated.

To go to the third Manual Checks screen, press **N**. To go to the previous page of items, press **P**.

To go to a specific deduction, press **G** (this command appears only if there is more than one screen of items.)

To delete a check, press **D**.

Editing and Adding Deductions

Inquiry

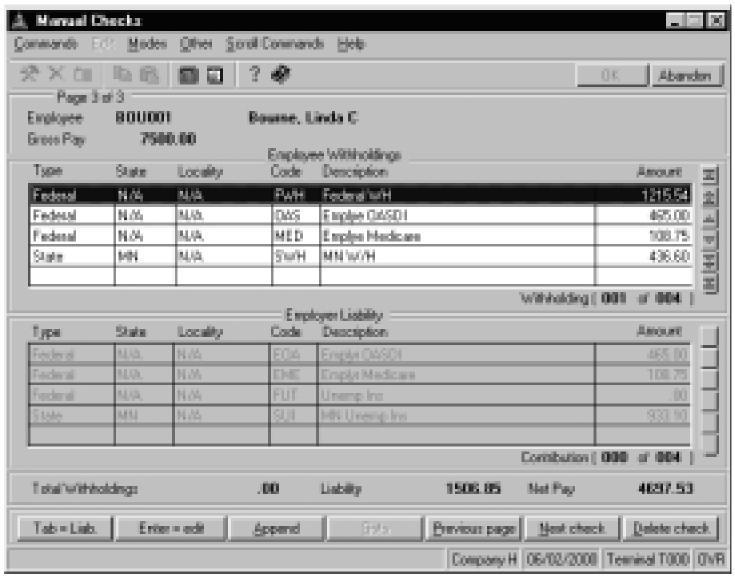
Field	Description
Code	If you are appending a deduction, press **Enter** to accept the displayed deduction code, or enter a different deduction code.
Description	The description of the deduction code is displayed.
Hours	Press **Enter** to accept the displayed number of hours worked, or enter a different number.
Amount	Press **Enter** to accept the displayed amount, or enter a different amount for the deduction.
Gross or Net	If the deduction is taken from gross pay, *Gross Pay* is displayed. If the deduction is taken from net pay, *Net Pay* is displayed.
Emplr Paid?	If the deduction is employer paid, the box is checked (or *Yes* is displayed in text mode); if not, the box is unchecked (or *No* is displayed in text mode).

When you press **N** at the scroll region command bar, the third Manual Checks screen appears.

Manual Checks Screen Three

Use the third Manual Checks screen to enter and edit withholding and employer liability information for each manual check generated for each employee.

If you have entered a negative manual check (to void a check without using the Void Checks function), the system will not calculate negative taxes. You must edit this information on Manual Checks screen three.



The withholding types that are displayed depend on the state and local taxes that apply to the employee.

Command Bar

Tab, Enter = edit, Append, Prev page, Next check, Delete check

To move between the Employee Withholding and Employer Liability portions of the screen, press the **Tab** key.

To edit a withholding or an employer liability, press **Enter**. To add a withholding or a liability, press **A**. Then see **Editing and Adding Withholding and Employer Liability** below. When you edit a withholding or an employer liability, you can change only the amounts.

To go to the previous page, press **P**. To go to the next check, press **N**.

To delete the check, press **D**. Using the **Exit** (**F7**) command does not delete a new manual check.

Editing and Adding Withholding and Employer Liability

	Field	Description
	Type	Press **Enter** to accept the displayed withholding type, or enter **F** for federal withholdings, **S** for state withholdings, or **L** for local withholdings.
Inquiry	State	Press **Enter** to accept the displayed state code, or enter a different state code.
Inquiry	Locality	If the withholding is a local type, enter the locality code.
Inquiry	Code	Press **Enter** to accept the displayed withholding code, or enter a different withholding code.
	Description	The description of the withholding is displayed.
	Amount	Enter or edit the amount of the withholding.

If you add or change any employee deductions, recalculate the check. When you have finished entering checks, use the **Exit** (**F7**) command to return to the Payday Work menu. The information is automatically saved.

Edit Register

The Edit Register shows the earnings and deductions for the checks you calculated. Before you print the checks, produce the Edit Register to check the wages earned by hourly and salaried employees and the taxes and deductions. You can produce the Edit Register in detail or summary formats.

If you find inaccuracies in the check calculation, enter correcting transactions or change the general information in the Employees function in File Maintenance (see page 10-3). If you enter correcting transactions through the Payroll Transactions function, post them and then calculate the checks and print the Edit Register again.

If you find inaccuracies in checks that you entered manually, use the Manual Checks (see page 6-9) function to make changes.

Edit Register Screen

Select **Edit Register** from the Payday Work menu. The function screen appears.

The payroll number, quarter, group code, period end, date on checks and GL period are displayed. You entered this information in the Calculate Checks or the Manual Checks function.

1. If you want employer tax and deduction information in the register, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

2. Select the amount of detail you want in the register. You can print in detail (earnings, withholdings, and deductions information for all employees) or in summary (earnings, withholdings, and deductions involved in the checks).

3. Select the order in which you want to print the report.

4. Select the output device.

A sample Edit Register is at the end of this section.

After the register is produced, the Payday Work menu appears.

Edit Register

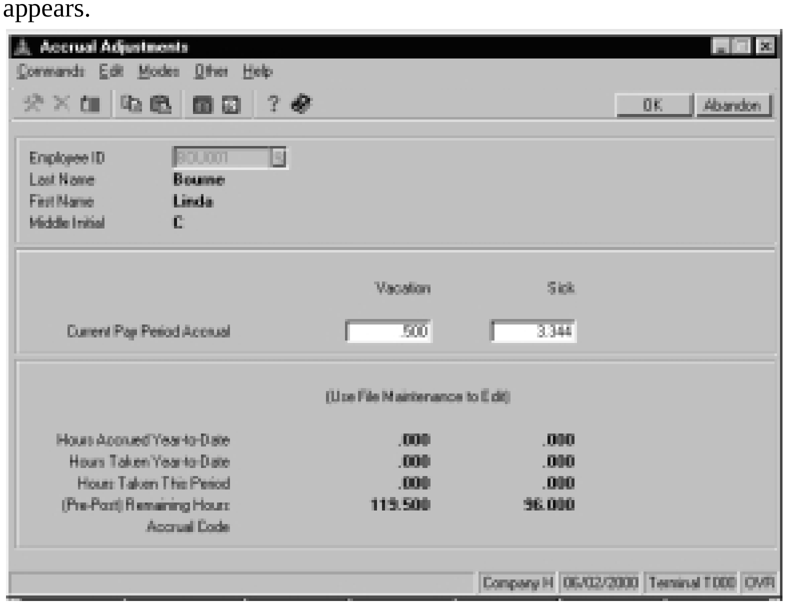
```
08/04/2001  Group Code   1                                 Builders Supply                                 Page   1
12:02 PM    Period       1                                  Edit Register
                                                    For Pay Period Ending 04/31/2001
                               ------- Earnings -------   ------------ Withholdings -----------  ---------- Deductions ----------
Employee                                      Salary or
ID        Soc Sec No.          Code    Hours      Wages   Type/Code  Description         Amount  Code Description         Amount
------------------------------------------------------------------------------------------------------------------------------------

Bourne, Linda C                Total     173    7500.00   Total Withholdings           2225.89  Total Deductions         576.58
BOU001    459-30-1099                                     Total Emplr. With.           1488.65  Total Emplr. Ded.           .00
  Gross Wages     7500.00
  Net Pay         4698.00

Lukas, George                  Total     173    2500.00   Total Withholdings            278.13  Total Deductions          19.08
LUK001    488-30-1281                                     Total Emplr. With.            797.50  Total Emplr. Ded.           .00
  Gross Wages     2500.00
  Net Pay         2203.00

Earnings, Withholdings
Deductions Descriptions                Amount       Hours
------------------------------------------------------------------------------------------------------------------------------------

  Earnings                                                 Incl. Net?

    Gross Wages                      23354.00
    Net Pay                          15733.00

    REG Regular Pay                    304.00          38      YES
    SAL Salaried Wage                23050.00         693      YES
                               ---------------------------
    TOTALS                           23354.00         731

  Witholdings                                              Employer Tax?

    FED /EME  Emplyr FICA              342.38                  YES
    FED /EOA  Emplyr FICA             1447.95                  YES

    FED /OAS  Emplye FICA             1447.95                  NO
    MN/  /SUI MN Unemp Ins            3554.86                  YES
    MN/  /SWH MN W/H                  1353.40                  NO
                               --------------
    Employee Totals                   6729.76
    Employer Totals                   5364.04

  Deductions                                               Employer Deduction?

    001 Medical Ins                     42.24                  NO
    002 Dental  Ins                     14.09                  NO
    003 United Way                     175.00                  NO
    004 Credit Union                    50.00                  NO
    006 401K                           487.50                  NO
    008 Parking                          5.00                  NO
    010 Stock Plan                     100.00                  NO
                               --------------
    Employee Totals                    873.83
    Employer Totals                       .00

End of Report
```

Accrual Adjustments

Use the Accrual Adjustments function to adjust sick and vacation time calculated through the Calculate Checks or Manual Checks function. You can correct accrual errors or add to the accrual for a bonus.

Accrual Adjustments Screen

Select **Accrual Adjustments** from the Payday Work menu. The function screen appears.



Inquiry

1. Enter the ID of the employee whose accrual record you want to change. The employee's name appears.

2. Edit the vacation and sick accrual adjustments for the employee.

The pay period-to-date and year-to-date hours accrued and hours taken totals are displayed in the lower part of the screen. To edit vacation and sick accruals, use the Leave Adjustments function (see page 10-49).

The employee's remaining vacation and sick totals before posting are displayed.

When you save your entries, the cursor returns to the Employee ID field. Enter the next employee you want to enter accrual adjustments for, or use the **Exit** (**F7**) command to return to the Payday Work menu.

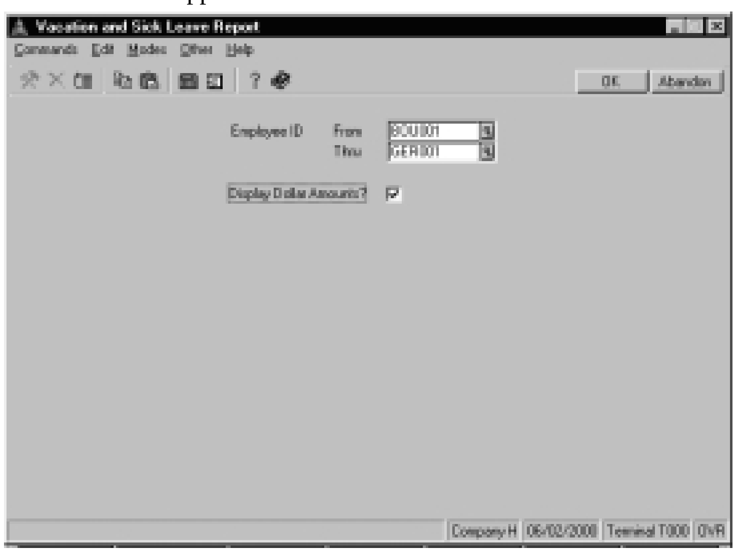
After you enter accrual adjustments, produce the Vacation and Sick Leave Report (see page 6-27) to verify your changes.

Vacation and Sick Leave Report

The Vacation and Sick Leave Report lists the employees and their current vacation and sick accruals for the payroll run. Use the report to verify changes made through the Accrual Adjustments function and as part of your business records.

Vacation and Sick Leave Report Screen

Select **Vacation and Sick Leave Report** from the Payday Work menu. The function screen appears.



Inquiry

1. Enter the range of employees you want to include in the report.
2. If you want dollar amounts in the report (hours information is always included), check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).
3. Select the output device.

A sample Vacation and Sick Leave Report is at the end of this section.

After the report is produced, the Payday Work menu appears.

Vacation and Sick Leave Report

08/04/2001 Builders Supply Page 1
Vacation and Sick Leave Report
Pay Check Date 04/31/2001

Employee ID	Name	Type Leave	Beginning Balance Hours	Beginning Balance Dollars	Accrued This Period Hours	Accrued This Period Dollars	Taken This Period Hours	Taken This Period Dollars	Ending Balance Hours	Ending Balance Dollars
BOU001	Bourne, Linda C	VAC	119	5149.13	1	43.27		.00	120	5192.40
		SICK	96	4153.92	4	173.08		.00	100	4327.00
GER001	Gerard, Timothy G	VAC	160	5123.20		.00		.00	160	5123.20
		SICK	80	2561.60	4	128.08		.00	84	2689.68
JEN001	Jenkins, Kathy M	VAC	80	3461.60	15	649.05		.00	95	4110.65
		SICK	32	1384.64	4	173.08		.00	36	1557.72
JON001	Jonchim, Maria K	VAC		.00	13	104.00		.00	13	104.00
		SICK	16	128.00	3	24.00		.00	19	152.00
LUK001	Lukas, George	VAC	80	1153.60	15	216.30		.00	95	1369.90
		SICK	32	461.44	4	57.68		.00	36	519.12
T O T A L S		VAC	439	14887.53	44	1012.62		.00	483	15900.15
		SICK	256	8689.60	19	555.92		.00	275	9245.52

*** End of Report ***

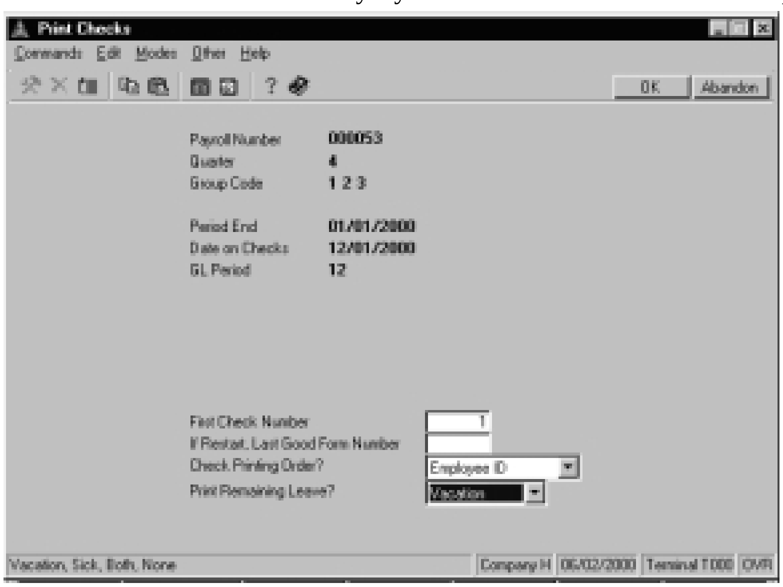
Print Checks

Use the Print Checks function to print checks created through the Calculate Checks function or that you entered through the Manual Checks function that have no check numbers assigned.

Checks are not printed for employees who have negative gross pay. If an employee has negative net pay, the employee's deductions and withholdings are reduced until the net pay is zero before a check is printed.

Print Checks Screen

Select **Print Checks** from the Payday Work menu. The function screen appears.



The payroll number, quarter, group code, period end, date on checks and GL period are displayed. You entered this information in the Calculate Checks or the Manual Checks function.

1. The next unused check number is displayed. Press **Enter** to use it or enter a different check number.

2. If you have problems when you print the checks, you must restart the Print Checks function. To reprint the checks that were not printed correctly, enter the number of the last check that was printed correctly.

3. Select the order in which you want the checks to be printed: employee ID, check location, or department.

4. Select the kind of remaining leave you want the checks to include: vacation, sick, both, or none.

5. Select the output device. If you select the printer as your output device, a message tells you to mount the checks.

6. If you want to print an alignment form to make sure that the forms are lined up, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

When you save your entries, the checks are produced. A sample check is at the end of this section.

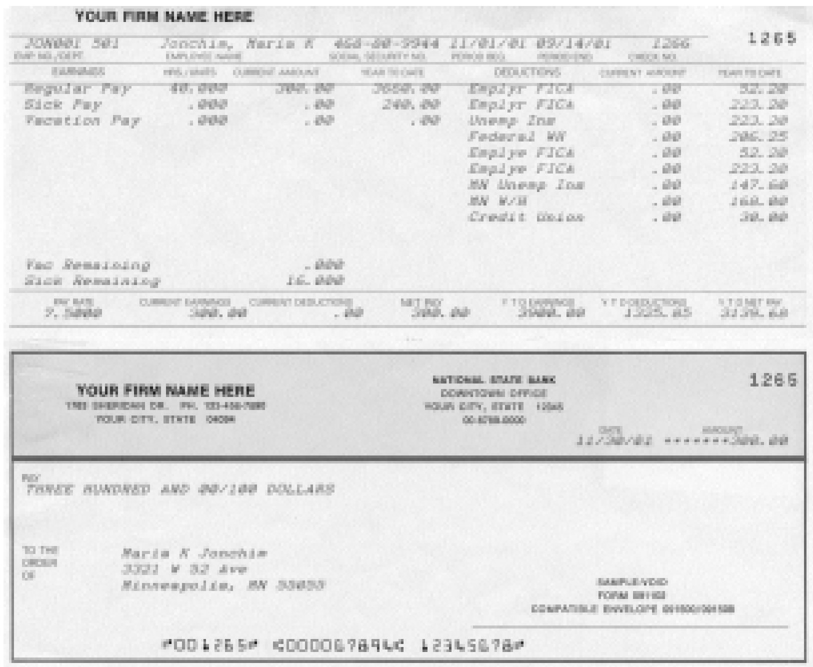
Whether or not the company name and address are printed on the checks depends on your selection in the Resource Manager Options and Interfaces function.

After the checks are produced, the message **Mount paper—Check log will now print** appears. Remove the check forms from the printer and insert regular paper. When you are ready to print the checks log, press **Enter**.

A sample of one type of check and a sample of the checks log are at the end of this section.

After the check log is printed, the Payday Work menu appears.

Sample Check



YOUR FIRM NAME HERE

1265

JON001 501 | Jonchim, Maria K | 468-00-3944 | 11/01/01 | 09/14/01 | 1266

EARNINGS	HRS./UNITS	CURRENT AMOUNT	YEAR TO DATE	DEDUCTIONS	CURRENT AMOUNT	YEAR TO DATE
Regular Pay	40.000	300.00	3650.00	Emplyr FICA	.00	52.20
Sick Pay	.000	.00	240.00	Emplyr FICA	.00	223.20
Vacation Pay	.000	.00	.00	Unemp Ins	.00	223.20
				Federal WH	.00	206.25
				Emplye FICA	.00	52.20
				Emplye FICA	.00	223.20
				MN Unemp Ins	.00	147.60
				MN W/H	.00	168.00
				Credit Union	.00	30.00

Vac Remaining .000
Sick Remaining 16.000

PAY RATE	CURRENT EARNINGS	CURRENT DEDUCTIONS	NET PAY	Y-T-D EARNINGS	Y-T-D DEDUCTIONS	Y-T-D NET PAY
7.5000	300.00	.00	300.00	3900.00	1325.85	3130.60

YOUR FIRM NAME HERE
NATIONAL STATE BANK
DOWNTOWN OFFICE
YOUR CITY, STATE
1265

DATE 11/30/01 AMOUNT ********300.00

PAY
THREE HUNDRED AND 00/100 DOLLARS

TO THE ORDER OF
Maria K Jonchim
3321 W 32 Ave
Minneapolis, MN 55055

SAMPLE/VOID

⑈001265⑈ ⑆000067894⑆ 12345678⑈

Checks Log

STARTING CHECK NUMBER	1055
ENDING CHECK NUMBER	1055
DATE ON CHECK	04/31/2001
PERIOD ENDING	04/31/2001
TOTAL GROSS	7500.00
TOTAL NET-CHECKS	7500.00
NUMBER OF CHECKS	1

End of Report

Void Checks

Use the Void Checks function to void checks that have been printed and posted but need to be reversed or voided. You can create a copy of the voided check so that a new check can be printed for the employee. You cannot, however, void a check from a previous version of Payroll. The check you want to void must have been posted to history.

When you select a check to void, the system searches for and verifies the check in the PAHCxxx (Check History) file. Then the system checks the PACHxxx (Checks) file; if a batch of checks is in process (that is, calculated and/or entered but not posted), you cannot void a check. If the check has been calculated, the system prompts you to reenter time tickets. If you have produced manual checks, you are asked to reenter the check.

Voiding a check is the reverse of posting. The check is backed out; if Payroll is interfaced with General Ledger and Bank Reconciliation, the check history is backed out of those applications. The check remains in the PAHCxxx file but is marked as a voided check. It is printed in the Check History Register, but its totals are not added to the register.

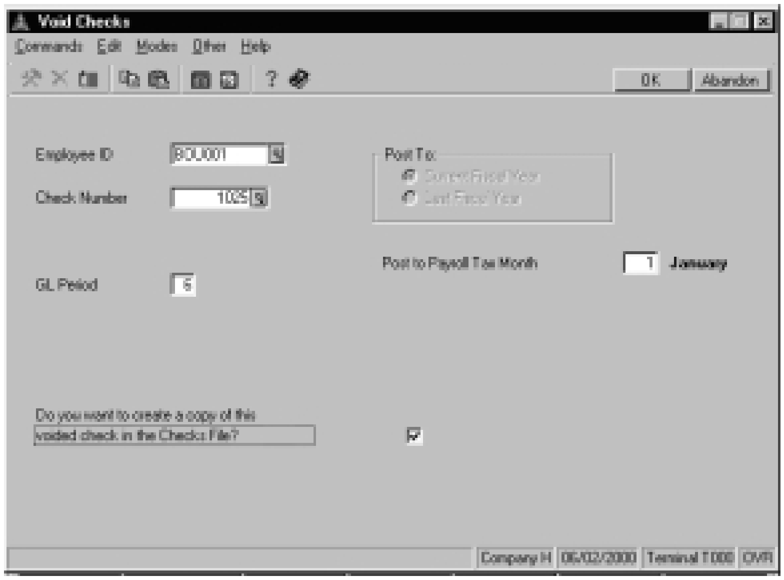
You can choose to make a copy of the check record in the PACHxxx file if the check is a manual check. If the check is a calculated check, you can make a copy of the time tickets used to calculate that check in the PATRxxx (Transactions) file. You can do this, though, only if the original time tickets are in the PATHxxx (Transaction History) file. The check or the transactions will then be re-created in the correct files, and you can edit the check in the Manual Checks function or the transaction in the Payroll Transactions function.

Before You Begin

Before you void a check, post the checks that you created through the Calculate Checks function or that you entered through the Manual Checks function.

Void Checks Screen

Select **Void Checks** from the Payday Work menu. The function screen appears.



Inquiry

1. Enter the ID of the employee for which you want to void a check.

Inquiry

2. Enter the check number you want to void.

Inquiry

3. If Payroll is interfaced with Bank Reconciliation, enter the bank account to which the check was posted. This field appears only if Payroll is interfaced with Bank Reconciliation.

4. The current general ledger period is displayed. Press **Enter** to accept the period that's displayed, or enter a different GL period to which you want the resulting journal entries posted.

5. If last-year files exist in General Ledger, select the year to which you want to post.

6. Enter the payroll tax month to which you want to post.

7. If you want to create a copy of the voided check in the PACHxxx file, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

8. The voided check will post to history and General Ledger (and Bank Reconciliation if it is interfaced). If you want to continue with the void, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

After the check is deleted, an audit log is printed. A sample audit log is at the end of this section.

After the audit log is produced, the Payday Work menu appears.

Void Checks Audit Log

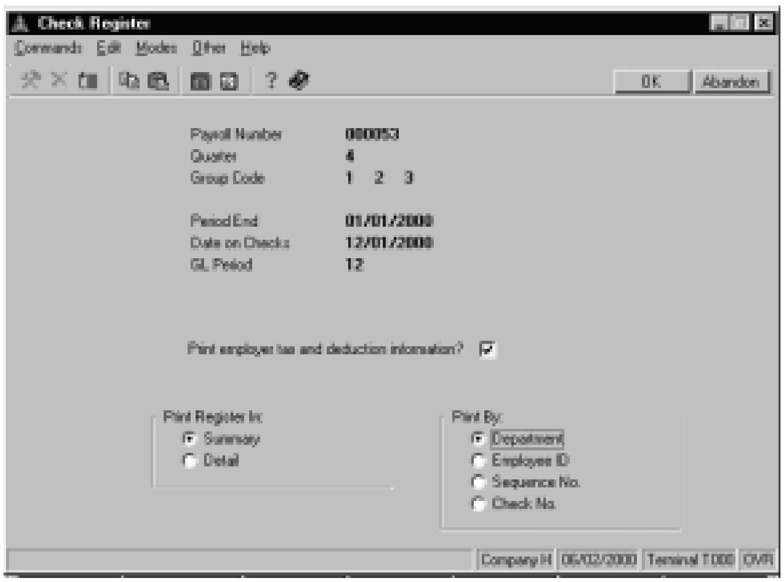
```
08/19/2001                  Builders Supply                PAGE    1
3:16 PM
Description              GL Account              Debit          Credit
-------------------------------------------------------------------------------

Medical Ins              535000                  10.56
Dental  Ins              535000                   3.52
United Way               204000                  75.00
Credit Union             999900                  50.00
401K                     205000                 337.50
Stock Plan               205000                 100.00
Emplyr FICA              203200                 108.75
Emplyr FICA              203200                 465.00
Federal WH               203000               1,215.54
Emplye FICA              203200                 108.75
Emplye FICA              203200                 465.00
MN W/H                   203400                 436.60
Net Cash Entry           100000               4,697.53
Hold. Acct Salaried Wage   NONE                                 7,500.00
Emplyr FICA              530000                                 108.75
Emplyr FICA              530000                                 465.00
-------------------------------------------------------------------------------
GL Balance                                    8,073.75        8,073.75

Posted to Bank Account                                             .00

End of Report
```

Check Register

The Check Register is a record of the checks issued for an employee group and pay period. It is like the Edit Register, except that it contains the number of the check that was printed for each employee and it is sorted and subtotaled by department.

Check Register Screen

Select **Check Register** from the Payday Work menu. The function screen appears.



The payroll number, quarter, group code, period end, date on checks, and GL period are displayed. You entered this information in the Calculate Checks or the Manual Checks function.

1. If you want employer tax and deduction information in the report, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

2. Select the level of detail you want to include in the register. You can print in detail (earnings, withholdings, and deductions information for all checks in the PACHxxx file) or in summary (earnings, withholdings, and deductions involved in the checks).

3. Select the order in which you want to print the report.

4. Select the output device.

A sample Check Register is at the end of this section.

After the register is produced, the Payday Work menu appears.

Check Register

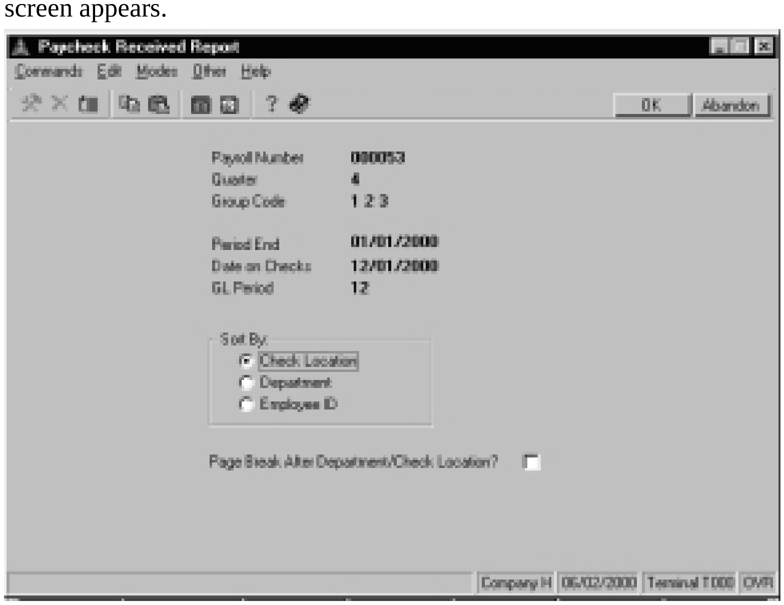
```
08/15/2001  Group Code   1                                Builders Supply                                  Page   1
6:45 AM     Period       1                                 Check Register
                                                       Pay Check Date 04/31/2001
                                                    For Pay Period Ending 04/31/2001
                               ------- Earnings -------   ------------ Withholdings -----------  ---------- Deductions ----------
Employee                                      Salary or
ID       Soc Sec No.          Code    Hours      Wages   Type/Code  Description         Amount  Code Description         Amount
-----------------------------------------------------------------------------------------------------------------------------------

Bourne, Linda C               Total     173    7500.00   Total Withholdings           2225.89  Total Deductions        576.58
BOU001    459-30-1099                                    Total Emplr. With.           1488.65  Total Emplr. Ded.          .00
  Gross Wages     7500.00
  Net Pay         4698.00
  Check Number    0001055

Gerard, Timothy G             Total     173    5550.00   Total Withholdings           1221.73  Total Deductions        189.09
GER001    468-22-4819                                    Total Emplr. With.           1339.47  Total Emplr. Ded.          .00
  Gross Wages     5550.00
  Net Pay         4139.00
  Check Number    0001057

Earnings, Withholdings
Deductions Descriptions                   Amount       Hours
-----------------------------------------------------------------------------------------------------------------------------------

  Earnings                                                Incl. Net?

    Gross Wages                         23354.00
    Net Pay                             15733.00

    REG Regular Pay                       304.00          38      YES
    SAL Salaried Wage                   23050.00         693      YES
                                  --------------------------
    TOTALS                              23354.00         731

    Employee Totals                      6729.76
    Employer Totals                      5364.04

  Deductions                                              Employer Deduction?

    001 Medical Ins                        42.24                  NO
    002 Dental  Ins                        14.09                  NO
    003 United Way                        175.00                  NO
    004 Credit Union                       50.00                  NO
    006 401K                              487.50                  NO
    008 Parking                             5.00                  NO
    010 Stock Plan                        100.00                  NO
                                  -------------
    Employee Totals                       873.83
    Employer Totals                          .00

End of Report
```

Paycheck Received Report

The Paycheck Received Report is a list of employees scheduled to receive a paycheck. The list has a space for employees to sign for their paychecks. Use the report as a means for recording which employees have received their paychecks or to check which employees are scheduled to receive pay for that pay period.

Paycheck Received Report Screen

Select **Paycheck Received Report** from the Payday Work menu. The function screen appears.



The payroll number, quarter, group code, period end, date on checks, and GL period are displayed. You entered this information in the Calculate Checks or the Manual Checks function.

1. Select the order in which you want to print the report.

2. If you want each department or check location to be printed on a new page, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

3. Select the output device.

A sample Paycheck Received Report is at the end of this section.

After the report is produced, the Payday Work menu appears.

Paycheck Received Report

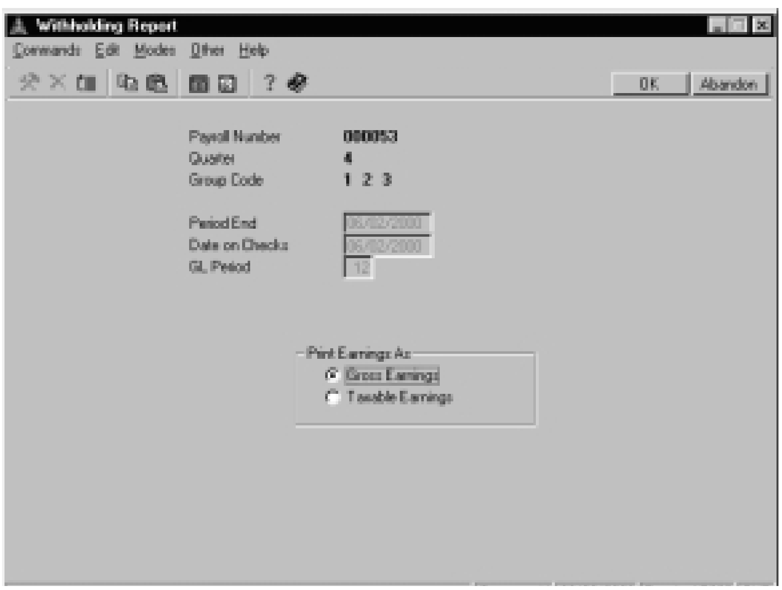
```
08/15/2001                                 Builders Supply                                     Page    1
6:46 AM                                Paycheck Received Report
                                       Pay Check Date 04/31/2001

Empl ID Employee Name                     SSN         Check #  Date       Dept ID     Signature
------------------------------------------------------------------------------------------------------------------------------------

BOU001  Bourne, Linda C                   459-30-1099 0001055  08/15/94   500         x

GER001  Gerard, Timothy G                 468-22-4819 0001057  08/15/94   500         x

JEN001  Jenkins, Kathy M                  460-39-9093 0001058  08/15/94   500         x

LUK001  Lukas, George                     488-30-1281 0001059  08/15/94   500         x

          4 Check(s) For Department 500


08/15/2001                                 Builders Supply                                     Page    2
6:46 AM                                Paycheck Received Report
                                       Pay Check Date 04/31/2001

Empl ID Employee Name                     SSN         Check #  Date       Dept ID     Signature
------------------------------------------------------------------------------------------------------------------------------------

JON001  Jonchim, Maria K                  468-80-9944 0001060  08/15/94   501         x

          1 Check(s) For Department 501



End of Report
```

Withholding Report

Federal, state, and local tax authorities may require your company to make a deposit based on the amounts you withheld from employees' checks. These deposits may be required after each pay period or at the end of every quarter. The Withholding Report is a summary of these employee payroll withholding amounts for one pay period. The Quarterly Withholding Report summarizes the statistics for one quarter.

Withholding Report Screen

Select **Withholding Report** from the Payday Work menu. The function screen appears.



The payroll number, quarter, group code, period end, date on checks, and GL period are displayed. You entered this information in the Calculate Checks or the Manual Checks function.

1. Select the kind of earnings you want in the report. You can choose either gross earnings or taxable earnings.

2. Select the output device.

A sample Withholding Report that shows gross earnings is at the end of this section.

After the report is produced, the Payday Work menu appears.

Withholding Report

```
08/15/2001                                               Builders Supply                                                    Page    1
6:48 AM                                                 Withholding Report
                                                   For Pay Check Date 08/15/2001
                                                           Group Code  1
                                                           Gross Earnings
            Gross Wages/          -------- Federal -------         --------- State ----------        ---------- Local ----------
               Tips      Code     Earnings            WH  Code       Earnings            WH  Code               Earnings           WH
-------------------------------------------------------------------------------------------------------------------------------------

Local
State MN

BOU001  Bourne, Linda C                      459-30-1099
               7500.00    FWH       7062.50      1215.54  MN SWH      7062.50        436.60
                          OAS       7500.00       465.00
                          MED       7500.00       108.75

GER001  Gerard, Timothy G                    468-22-4819
               5550.00    FWH       5400.00       477.23  MN SWH      5400.00        319.93
                          OAS       5550.00       344.10
                          MED       5550.00        80.47

JEN001  Jenkins, Kathy M                     460-39-9093
               7500.00    FWH       7500.00      1842.63  MN SWH      7500.00        564.37
                          OAS       7500.00       465.00
                          MED       7500.00       108.75

JON001  Jonchim, Maria K                     468-80-9944
                304.00    FWH        304.00          .00  MN SWH       304.00           .00
                          OAS        304.00        18.85
                          MED        304.00         4.41

LUK001  Lukas, George                        488-30-1281
               2500.00    FWH       2500.00        50.63  MN SWH      2500.00         32.50
                          OAS       2500.00       155.00
                          MED       2500.00        40.00

Local Total    Number of Employees      5
                          FWH      22766.50      3586.03  MN SWH     22766.50       1353.40
                          OAS      23354.00      1447.95
                          MED      23354.00       342.38

State Total MN Number of Employees      5 (      5)
                          FWH      22766.50      3586.03  MN SWH     22766.50       1353.40
                          OAS      23354.00      1447.95
                          MED      23354.00       342.38

Grand Total  Number of Employees      5 (      5)
                          FWH      22766.50      3586.03  MN SWH     22766.50       1353.40
                          OAS      23354.00      1447.95
                          MED      23354.00       342.38

End of Report
```

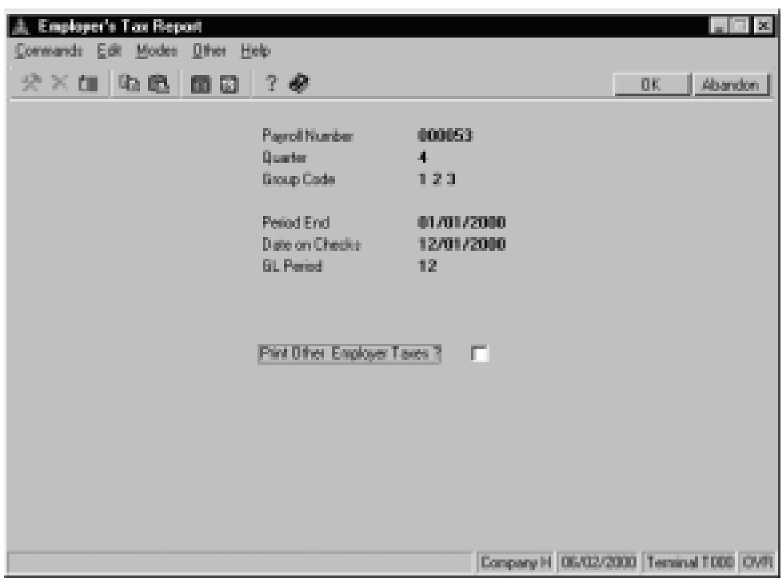
Employer’s Tax Report

The Employer’s Tax Report provides a record of the company’s wage limits for taxes (for example, OASDI, Medicare, SUI, and FUTA) and wages in excess of the limits.

The liability calculations in this report are approximate because of rounding differences and may vary from actual posting totals. Compare the totals with those in the Employer’s Liability Report for the actual liabilities.

Employer’s Tax Report Screen

Select **Employer’s Tax Report** from the Payday Work menu. The function screen appears.



The payroll number, quarter, group code, period end, date on checks, and GL period are displayed. You entered this information in the Calculate Checks or the Manual Checks function.

1. If you want to print other employer taxes, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

2. Select the output device.

A sample Employer’s Tax Report is at the end of this section.

After the report is produced, the Payday Work menu appears.

Employer's Tax Report

```
08/15/2001                                        Builders Supply                                       Page    1
6:49 AM                                       Employer's Tax Report
                                            For Pay Period Ending 08/15/1994
                                                   Group Code  1

State MN
                    Gross     Adv      -- Employer FICA (60600/NO LIMIT) --     ----- SUI (15100) -----     ------ FUTA ( 7000) ----
                    Wages     EIC      Earnings     FICA Tips  Excess FICA      Earnings    Excess SUI      Earnings   Excess FUTA
------------------------------------------------------------------------------------------------------------------------------------

BOU001  Bourne, Linda C                        459-30-1099
                  7500.00       .00     7500.00          .00          .00           .00       7500.00           .00       7500.00
                                        7500.00                       .00

GER001  Gerard, Timothy G                      468-22-4819
                  5550.00       .00     5550.00          .00          .00           .00       5550.00           .00       5550.00
                                        5550.00                       .00

State Total MN Number of employees      5
                 23354.00      .00     23354.00          .00          .00       2804.00      20550.00        304.00      23050.00
                                       23354.00                       .00

SUI Liability
          2804.00 * .09100  =       255.16


Grand Total     Number of employees      5  (     5)
                 23354.00      .00     23354.00          .00          .00       2804.00      20550.00        304.00      23050.00
                                       23354.00                       .00

OASDI Liability
         23354.00  * .06200 =      1447.95

Medicare Liabliity
         23354.00  * .01450 =       338.63

FUTA Liability
           304.00  * .06200 =        18.85

State
Employee ID Name                             Gross Earnings  Taxable Earnings    Liability
------------------------------------------------------------------------------------------------------------------------------------
                                             ---------------------------------------------
                                   TOTALS               .00               .00          .00

End of Report
```

Employer's Liability Report

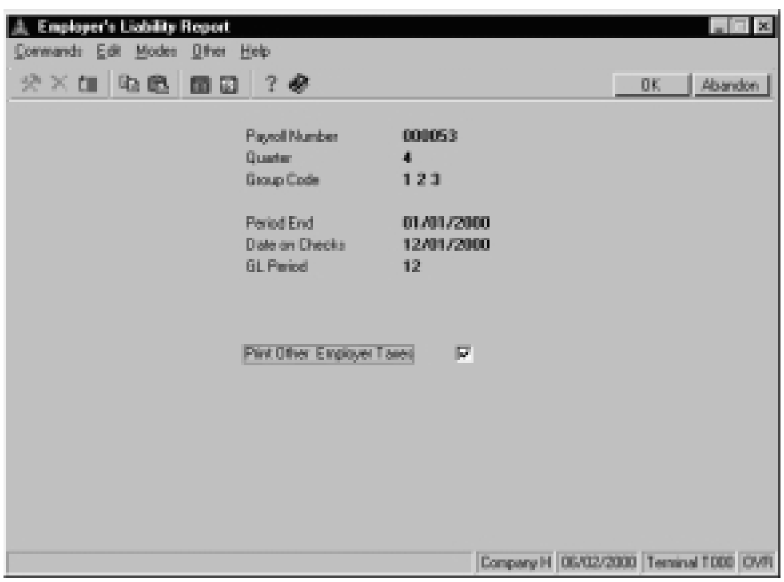
Federal and state authorities may require your company to make a deposit based on the amounts calculated for employer taxes. The deposits may be required after each pay period or at the end of every quarter. The Employer's Liability Report is a summary of the employer payroll liability amounts for one pay period. The Quarterly Employer's Tax Report summarizes the liabilities for one quarter.

The Employer's Liability Report shows the employer's liability for taxes (OASDI, Medicare, SUI, and FUTA) based on taxable earnings for the pay period.

The totals in the report are the actual liability. Check them against the approximate totals in the Employer's Tax Report.

Employer's Liability Report Screen

Select **Employer's Liability Report** from the Payday Work menu. The function screen appears.



The payroll number, quarter, group code, period end, date on checks, and GL period are displayed. You entered this information in the Calculate Checks or the Manual Checks function.

1. If you want to print other employer taxes, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

2. Select the output device.

A sample Employer’s Liability Report is at the end of this section.

After the report is produced, the Payday Work menu appears.

Employer's Liability Report

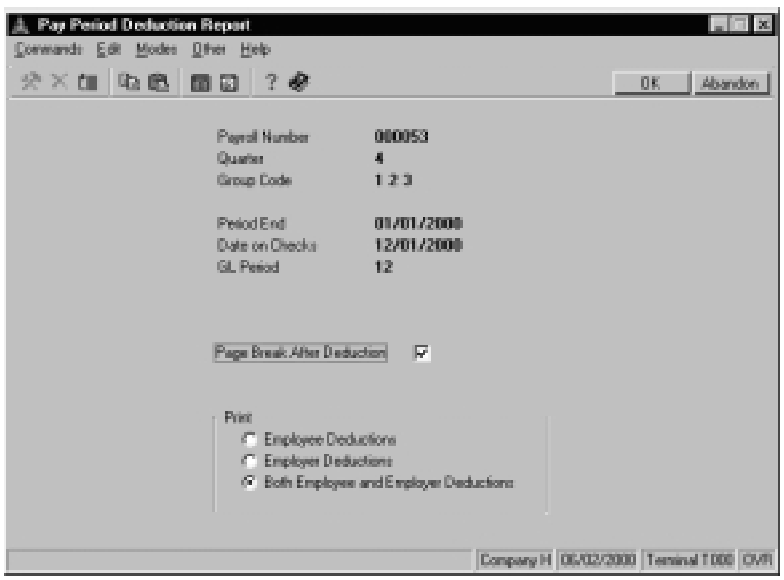
```
08/15/2001                                           Builders Supply                                                Page    1
6:53 AM                                            Employer's Liability
                                                       Audit Report
                                            For Pay Period Ending 08/15/2001
                                                      Group Code  1

State MN
               Gross    ----- OASDI (60600) ----   -- MEDICARE (NO LIMIT) --   ----- SUI (15100) ------   ----- FUTA ( 7000) ----
               Wages     Tax. Earn.     Liability  Tax. Earn.      Liability  Tax. Earn.     Liability  Tax. Earn.    Liability
-------------------------------------------------------------------------------------------------------------------------------------

BOU001  Bourne, Linda C                        459-30-1099
             7500.00       7500.00       465.00     7500.00         108.75     7500.00        914.90         .00          .00

GER001  Gerard, Timothy G                      468-22-4819
             5550.00       5550.00       344.10     5550.00          80.47     5550.00        914.90         .00          .00

JEN001  Jenkins, Kathy M                       460-39-9093
             7500.00       7500.00       465.00     7500.00         108.75     7500.00        914.90         .00          .00

JON001  Jonchim, Maria K                       468-80-9944
              304.00        304.00        18.85      304.00           4.41      304.00        207.66      304.00        18.85

LUK001  Lukas, George                          488-30-1281
             2500.00       2500.00       155.00     2500.00          40.00     2500.00        602.50         .00          .00

State Total MN Number of employees      5
            23354.00      23354.00      1447.95    23354.00         342.38    23354.00       3554.86      304.00        18.85

Grand Total     Number of employees      5 (     5)
            23354.00      23354.00      1447.95    23354.00         342.38    23354.00       3554.86      304.00        18.85


Employee ID Name                             Gross Earnings  Taxable Earnings    Liability
-------------------------------------------------------------------------------------------------------------------------------------
                                             ---------------------------------------------
                                   TOTALS               .00               .00          .00

End of Report
```

Pay Period Deduction Report

The Pay Period Deduction Report is a list of your company's payroll deductions and the employees who had amounts deducted from their paychecks for each deduction.

Pay Period Deduction Report Screen

Select **Pay Period Deduction Report** from the Payday Work menu. The function screen appears.



The payroll number, quarter, group code, period end, date on checks, and GL period are displayed. You entered this information in the Calculate Checks or the Manual Checks function.

1. If you want each deduction to be printed on a separate page, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

2. Select the type of deductions you want to include in the report. You can include employee deductions, employer deductions, or both.

3. Select the output device.

A sample Pay Period Deduction Report is at the end of this section.

After the report is produced, the Payday Work menu appears.

Pay Period Deduction Report

```
08/15/2001                Builders Supply                  Page    1
6:55 AM           Pay Period Deductions Report 04/31/00
                        Employee Deductions

Name                                    ID    Dept.   Check          Amount
-------------------------------------------------------------------------------

Bourne, Linda C                       BOU001  500                     10.56
Gerard, Timothy G                     GER001  500                     10.56
Jenkins, Kathy M                      JEN001  500                     10.56
Lukas, George                         LUK001  500                     10.56

Total for Deduction 001: Medical Ins                                  42.24
```

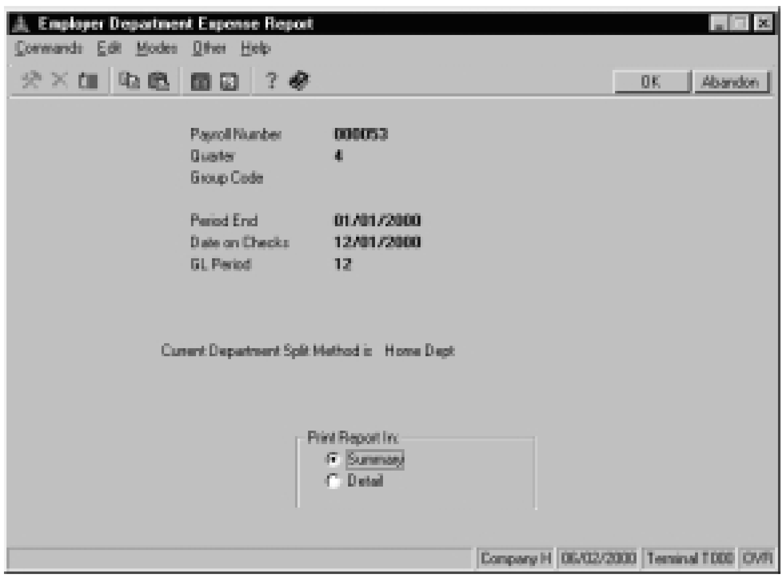
```
08/15/2001                Builders Supply                  Page    7
6:55 AM           Pay Period Deductions Report 04/31/00
                        Employee Deductions

Name                                    ID    Dept.   Check          Amount
-------------------------------------------------------------------------------

Bourne, Linda C                       BOU001  500                    100.00

Total for Deduction 010: Stock Plan                                  100.00

Total for All Deductions                                             891.33

08/15/2001                Builders Supply                  Page    8
6:55 AM           Pay Period Deductions Report 04/31/00
                        Employer Deductions

Name                                    ID    Dept.   Check          Amount
-------------------------------------------------------------------------------


Total for Deduction : Not on file                                       .00

Total for All Deductions                                                .00
```

Employer Department Expense Report

Produce the Employer Department Expense Report before posting to see how employer deductions and withholdings will post to the department file.

Employer Department Expense Report Screen

Select **Employer Department Expense Report** from the Payday Work menu. The function screen appears.



1. Select the amount of detail you want to include in the report.
2. Select the output device.

A sample Employer Department Expense Report is at the end of this section.

After the report is produced, the Payday Work menu appears.

Employer Department Expense Report

```
07/28/2001  Group Code   1                                 Builders Supply                                       Page   1
6:26 AM     Period       1                      Employer Department Expense Report - Detail
                                                     For Pay Period Ending 10/31/2001
                               ------- Earnings -------   ------------ Withholdings -----------  ---------- Deductions ----------
Employee                                        Salary or
ID        Soc Sec No.          Code  Dept           Wages   Type/Code  Description          Amount  Code Description          Amount
-----------------------------------------------------------------------------------------------------------------------------------

Bourne, Linda C                SAL   500          7500.00   FED /EOA   Emplyr OASDI         465.00
BOU001    459-30-1099                                       FED /EME   Emplyr Medicare      108.75
  Gross Wages     7500.00                                   FED /FUT   Unemp Ins               .00
  Net Pay         4697.53                                   MN/  /SUI  MN Unemp Ins         914.90

Gerard, Timothy G              SAL   500          5550.00   FED /EOA   Emplyr OASDI         344.10
GER001    468-22-4819                                       FED /EME   Emplyr Medicare       80.47
  Gross Wages     5550.00                                   FED /FUT   Unemp Ins               .00
  Net Pay         4139.18                                   MN/  /SUI  MN Unemp Ins         914.90

Jenkins, Kathy M               SAL   500          7500.00   FED /EOA   Emplyr OASDI         465.00
JEN001    460-39-9093                                       FED /EME   Emplyr Medicare      108.75
  Gross Wages     7500.00                                   FED /FUT   Unemp Ins               .00
  Net Pay         4430.17                                   MN/  /SUI  MN Unemp Ins         914.90

Lukas, George                  SAL   500          2500.00   FED /EOA   Emplyr OASDI         155.00
LUK001    488-30-1281                                       FED /EME   Emplyr Medicare       40.00
  Gross Wages     2500.00                                   FED /FUT   Unemp Ins               .00
  Net Pay         2202.79                                   MN/  /SUI  MN Unemp Ins         602.50

Department 500    Totals
  Gross Wages    23050.00      SAL               23050.00   FED /EME   Emplyr Medicare      337.97
  Net Wages      15469.67                                   FED /EOA   Emplyr OASDI        1429.10
                                                            FED /FUT   Unemp Ins               .00
                                                            MN/  /SUI  MN Unemp Ins        3347.20


    SAL Salaried Wage                23050.00      693.320      YES
                               ---------------------------
    Earnings Total                   23050.00      693.320


  Witholdings

    FED /EME  Emplyr Medicare          337.97
    FED /EOA  Emplyr OASDI            1429.10
    FED /FUT  Unemp Ins                   .00
    MN/  /SUI MN Unemp Ins            3347.20
                               --------------
    Employer Totals                   5114.27

  Deductions

                               --------------
    Employer Totals                       .00

End of Report
```

Post Checks

When you post checks, these things happen:

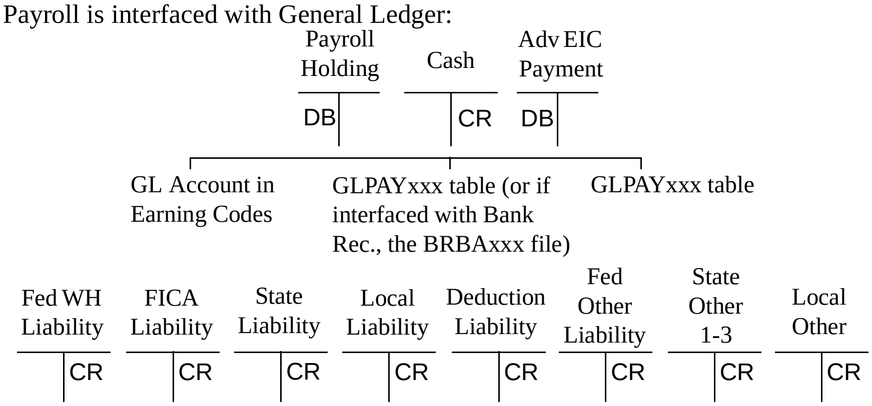
- The PAEDxxx (Employee History Deduction), PAEExxx (Employee Earnings History), PAEGxxx (Employee General Information), PAEWxxx (Employee Withholding History), PAEMxxx (Employee Miscellaneous History), and PAHVxxx (Leave Adjustment History) files are updated from the checks.
- The PATPxxx (Transactions Post) file is cleared to accept the next set of transactions entered through the Payroll Transactions function.
- The department records for salaried employees are updated. If an employee works in more than one department, the taxes paid by the employer are posted to each of those departments.
- If Payroll is interfaced with Job Cost, manual checks are posted to Job Cost.
- The paychecks detail is transferred to the PAHCxxx (Check History), PAHDxxx (Check Deductions History), PAHExxx (Check Earnings History), and PAHWxxx (Check Withholdings History) files if you elected to keep check history in the Resource Manager Options and Interfaces function.
- The pay period detail is posted to the GLJRxxx (Journal) file for the current or the last fiscal year (if Payroll is interfaced with General Ledger).
- Summary disbursement entries of the checks are created in the BRTRxxx (Transactions) file (if Payroll is interfaced with Bank Reconciliation).
- The information in the PACHxxx (Checks) file is erased to make way for check calculation for other groups of employees.
- The number of weeks each employee worked is calculated.
- The payroll number in the PACTLxxx table is incremented.

- The vacation and sick hours for employees are automatically updated if you selected this option.

When you post checks, the information that is posted cannot be edited later.

Employee Posting Entries

Here is an illustration of the employee portion of the entries that are made when Payroll is interfaced with General Ledger:

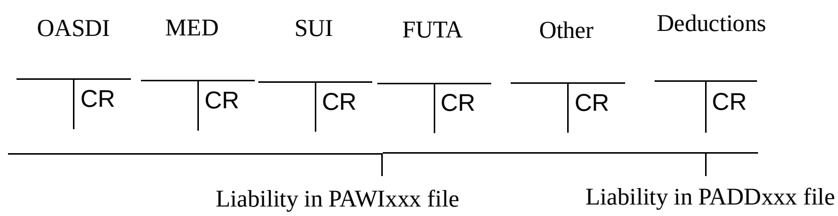


All these accounts are set up in the PAWIxxx (Withholdings) file and post to the GL account number entered in the file, except for the deduction liability account, which posts to the PADDxxx (Deductions) file.

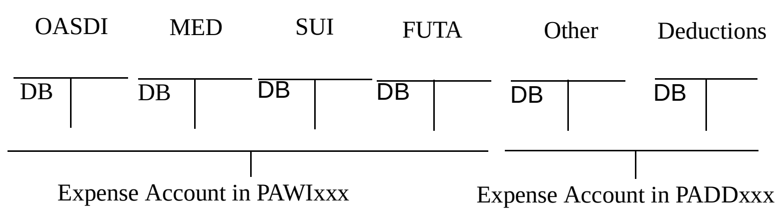
If Payroll is interfaced with Bank Reconciliation, the cash account comes from the BR bank account you enter in the Post Checks function; otherwise, it comes from the GLPAYxxx table. The payroll holding account comes from the earnings code and advance EIC payment account comes from the GLPAYxxx table. The liability, state-other, and local-other accounts come from the PAWIxxx file.

Employer Posting Entries

Here is an illustration of the employer portion of the entries that are made to General Ledger:



After posting:



The general ledger entries required for payroll processing are made in two parts:

- When you post the checks, credits for net pay, deductions and taxes are posted; a payroll holding account is debited for the gross pay; advance EIC is debited; and employer expenses are posted.
- Posted amounts do not include the types of other pay that are excluded from the employer's net pay, nor are these other-pay types posted to department expense accounts. Only the types of other pay that are included in net pay are posted.
- When you post expenses to General Ledger, gross pay is distributed to the appropriate departmental expense accounts.

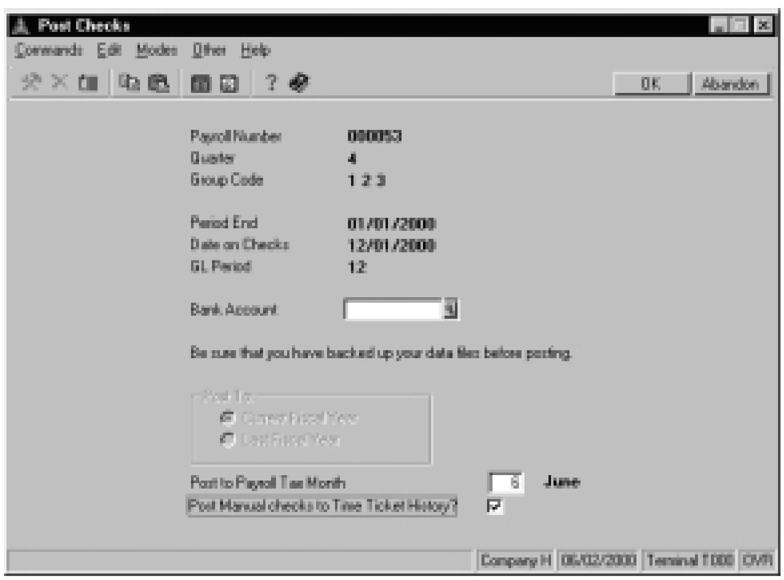
Before You Post

If you have a multiuser system, make sure that no one else is using the Payroll system. You cannot post if someone else is using the Payroll functions. In addition, if Payroll is interfaced with General Ledger, make sure that no one else is accessing the GLJRxxx file.

Back up your data files. Power surges or equipment failures can result in the loss of information.

Post Checks Screen

Select **Post Checks** from the Payday Work menu. The function screen appears.



The payroll number, quarter, group code, period end, date on checks, and GL period are displayed. You entered this information in the Calculate Checks or the Manual Checks function.

Inquiry

1. Enter the bank account on which you these checks are drawn.

2. If Payroll is interfaced with General Ledger and the system detects general ledger last-year files, you must select the current or the previous fiscal year to post the checks to.

3. Enter the payroll tax month you want updated by the post for month-end processing.

4. If you want manual check entries to be posted to time ticket history, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

5. Select the output device for the posting log.

A sample posting log is at the end of this section.

The liabilities displayed in the posting log may differ from those in the Employer’s Tax Report because of rounding differences in the Employer’s Tax Report. The Post Checks Log and the Employer’s Liability Report show actual totals.

After posting is completed and the posting log has been produced, the Payday Work menu appears.

Post Checks Log

```
06/25/2001                      Builders Supply                PAGE    1
11:57 AM                          Post Checks
Description                GL Account                Debit              Credit
--------------------------------------------------------------------------------

Medical Ins                535000                                        42.24
Dental  Ins                535000                                        14.09
United Way                 204000                                       175.00
Credit Union               999900                                        50.00
401K                       205000                                       487.50
Parking                    801000                                         5.00
Stock Plan                 205000                                       100.00
Emplyr Medicare            203200                                       337.97
Emplyr OASDI               203200                                     1,429.10
Federal WH                 203000                                     3,586.03
Emplye Medicare            203200                                       337.97
Emplye OASDI               203200                                     1,429.10
MN Unemp Ins               203700                                     3,401.80
MN W/H                     203400                                     1,353.40
Net Cash Entry             100000                                    15,469.67
Hold. Acct Salaried Wage   202000                23,050.00
Emplyr Medicare            530000                   337.97
Emplyr OASDI               530000                 1,429.10
MN Unemp Ins               530000                 3,401.80
                                         ---------------------------------------
GL Balance - Period 12                           28,218.87           28,218.87

Posted to Bank Account FNB001                                        15,469.67

                                                     Hours               Wages
                                         ---------------------------------------
Job Totals                                            .000                 .00

End of Report
```

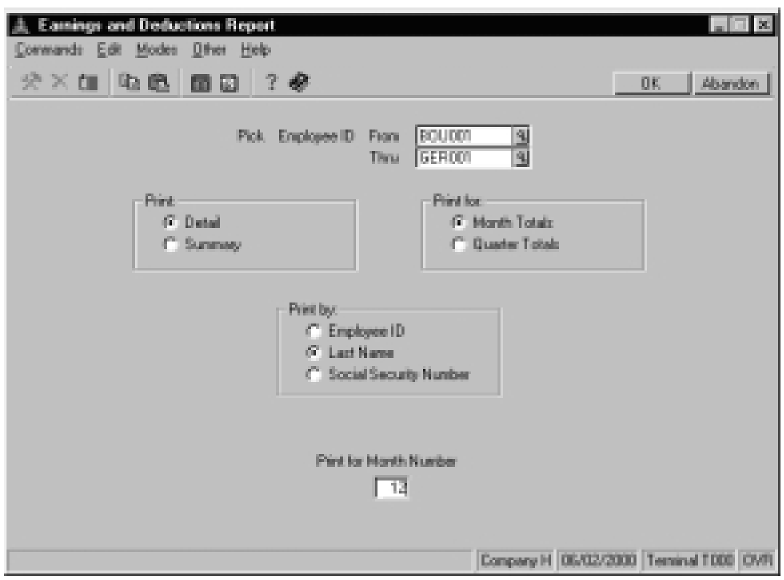
Payroll Reports 7

Earnings and Deductions Report

Use the Earnings and Deductions Report function to print a detail or a summary report of employee month-, quarter-, and year-to-date earnings and deductions. The information in this report comes from the PAEDxxx (Employee Deductions History), PAEExxx (Employee Earnings History), and PAEGxxx (Employee General Information) files.

Earnings and Deductions Report Screen

Select **Earnings and Deductions Report** from the Payroll Reports menu. The function screen appears.



Inquiry

1. Enter the range of employees you want to include in the report.

2. Select the amount of information you want to print for each employee you selected. You can print the report in detail (with employee totals) or in summary (grand totals only).

3. Select the totals you want to include in the report. You can print monthly or quarterly totals.

4. If you elected to print the report in detail, select the order in which you want to organize the report.

5. Enter the number of the month or quarter for which you want to produce the report.

6. Select the output device.

A sample Earnings and Deductions Report is at the end of this section.

After the report is produced, the Payroll Reports menu appears.

Earnings and Deductions Report

```
08/26/2001                                           Builders Supply                                          Page    1
10:28 AM                                      Earnings and Deductions Report
                                                 Detail Report - August
                                                     by Last Name

Emp. ID   Employee Name                                    Social Security No.
Code Earn. Desc.          Amount  Code   Deduction Desc.      Amount   Earning Desc.      Amount YTD  Deduction        Amount YTD
-----------------------------------------------------------------------------------------------------------------------------------

BOU001    Bourne, Linda C                                  459-30-1099

P01  Bonus                   .00  001    Medical Ins             .00   Bonus                750.00   Medical Ins          31.68
REG  Regular Pay             .00  002    Dental  Ins             .00   Regular Pay        22500.00   Dental  Ins          10.56
                    ------------  003    United Way              .00                  ------------   United Way          232.50
Earning Totals               .00  004    Credit Union            .00   Earning Totals     23250.00   Credit Union        150.00
Gross Wages                  .00  006 MN 401K                    .00   Gross Wages             .00   401K               1046.25
Net Pay                      .00  010 MN Stock Plan              .00   Net Wages               .00   Stock Plan          425.00
                                                         -----------                                              -----------
                                  Emp. Totals                    .00                                 Emp. Totals        1895.99
                                  Emplr. Totals                  .00                                 Emplr. Totals          .00


08/26/2001                                           Builders Supply                                          Page    3
10:28 AM                                      Earnings and Deductions Report
                                                     Grand Totals

    Earning/Deduction       August Amount         Amount YTD     Incl. in Net?
-----------------------------------------------------------------------------------------------------------------------------------
    DBL Double Time                   .00              35.80     Yes
    OVT Overtime Pay                  .00             226.05     Yes
    P01 Bonus                         .00             750.00     Yes
    P02 Travel Exp                    .00             500.00     Yes
    REG Regular Pay                   .00           79072.50     Yes
    SIC Sick Pay                      .00             669.60     Yes
    VAC Vacation Pay                  .00              63.90     Yes
                         -----------------------------------
    Earning Totals                    .00           81317.85

    001 Medical Ins                   .00             177.66
    002 Dental  Ins                   .00              63.00
    003 United Way                    .00             555.00
    004 Credit Union                  .00             230.00
    005 Dues                          .00              45.00
    006 401K                          .00            1496.25
    008 Parking                       .00              15.00
    010 Stock Plan                    .00             425.00
                         -----------------------------------
    Employee Deduction Total          .00            3006.91
    Employer Deduction Total          .00                .00

    Gross Wages                       .00                .00
    Net Pay                           .00                .00

End of Report
```

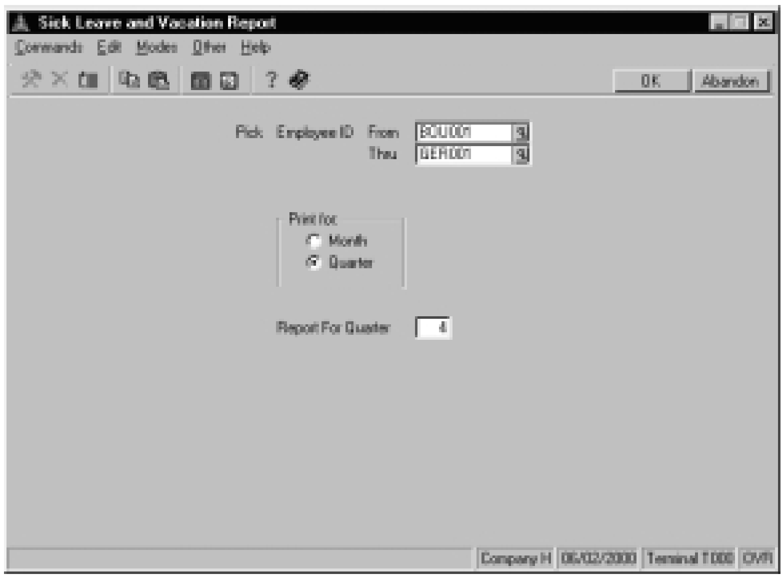
Sick Leave and Vacation Report

The Sick Leave and Vacation Report lists the month-, quarter-, and year-to-date sick leave and vacation hours employees have used, the number of such hours they have left for the year, and the amounts they have been paid so far for vacation and sick time. The information in this report comes from the PAEExxx (Employee Earnings History) and PAEGxxx (Employee General Information) files.

This report is useful in several situations. For example, employees might need to know how much vacation time they have left for the year. (You can also choose to print remaining sick and vacation time on the employee's paychecks—see page 6-29.) Managers might want to know how much vacation time some employees have left so that they can plan staffing for projects. And the personnel department might want to acknowledge perfect attendance records with an award.

Sick Leave and Vacation Report Screen

Select **Sick Leave and Vacation Report** from the Payroll Reports menu. The function screen appears.



Inquiry

1. Enter the range of employees you want to include in the report.

2. Select the totals you want to include in the report. You can include monthly or quarterly totals.

3. Enter the number of the month or quarter for which you want to produce the report.

4. Select the output device.

A sample Sick Leave and Vacation Report is at the end of this section.

After the report is produced, the Payroll Reports menu appears.

Sick Leave and Vacation Report

08/26/2001 Builders Supply Page 1
10:29 AM Sick Leave and Vacation Report
for the Month of August

Employee		August				Year to Date				Remaining	
		Vacation		Sick		Vacation		Sick		Vacation	Sick
ID	Name	Hours	Pay	Hours	Pay	Hours	Pay	Hours	Pay	Hours	Hours
BOU001		.000	.00	.000	.00	.000	.00	.000	.00	128.000	96.000
GER001		.000	.00	.000	.00	.000	.00	.000	.00	160.000	80.000
JEN001		.000	.00	.000	.00	.000	.00	.000	.00	80.000	32.000
JON001		.000	.00	.000	.00	.000	.00	32.000	240.00	.000	16.000
LUK001		.000	.00	.000	.00	.000	.00	.000	.00	80.000	32.000
ROS001		.000	.00	.000	.00	8.000	8.00	.000	.00	40.000	.000
STO001		.000	.00	.000	.00	2.000	2.00	48.000	429.60	32.000	30.000
TOTALS		.000	.00	.000	.00	10.000	10.00	80.000	669.60	520.000	286.000

End of Report

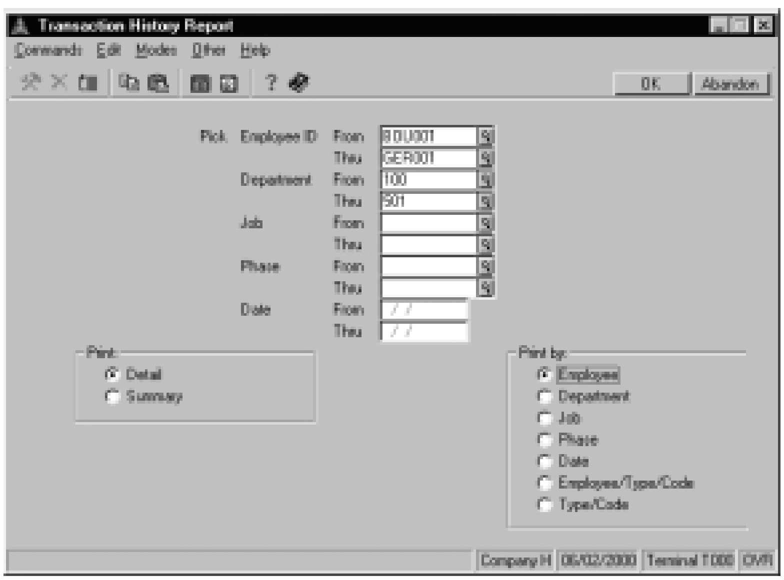
Transaction History Report

Use the Transaction History Report function to print a detail or a summary report of the miscellaneous deductions and time ticket entries you have recorded. The information in this report comes from the PAEGxxx (Employee General Information) and PATHxxx (Transaction History) files.

If you did not elect to save transaction history in the Resource Manager Options and Interfaces function, you cannot produce this report.

Transaction History Report Screen

Select **Transaction History Report** from the Payroll Reports menu. The function screen appears.



Inquiry

1. Enter the range of employees you want to include in the report.

Inquiry

2. Enter the range of departments you want to include in the report.

Inquiry

3. Enter the range of jobs you want to include in the report. (The **Inquiry** (**F2**) command is available if Payroll is interfaced with Job Cost.)

Inquiry

4. Enter the range of phases you want to include in the report. (The **Inquiry** (**F2**) command is available if Payroll is interfaced with Job Cost.)
5. Enter the range of dates you want to include in the report.
6. Select the amount of information you want to include in the report.
7. Select the order in which you want to organize the report.
8. Select the output device.

A sample Transaction History Report is at the end of this section.

After the report is produced, the Payroll Reports menu appears.

Transaction History Report

```
08/26/2001                                                    Builders Supply                                                         Page    1
10:30 AM                                                 Transaction History Report
                                                            Detail by Department

Employee Name
Emp ID H/S Date        Dept    Job     Phase   Cost Code Class     Rate  Pieces Type Code   Hours      Amount  Note
-----------------------------------------------------------------------------------------------------------------------------------

STO001  H  01/08/2001  100                          SH    SHP      8.950       0 PAY  REG   40.000      358.00
STO001  H  01/08/2001  100                          SH    SHP      8.950       0 PAY  OVT    5.500       73.84
STO001  H  01/15/2001  100                          SH    SHP      8.950       0 PAY  REG   40.000      358.00
STO001  H  01/15/2001  100                          SH    SHP      8.950       0 PAY  OVT    8.000      107.40
STO001  H  01/15/2001  100                          SH    SHP      8.950       0 PAY  DBL    2.000       35.80
STO001  H  01/22/2001  100                          SH    SHP      8.950       0 PAY  REG   40.000      358.00
STO001  H  01/29/2001  100                          SH    SHP      8.950       0 PAY  REG   30.000      268.50
STO001  H  01/29/2001  100                          SH    SHP      8.950       0 PAY  VAC    8.000       71.60
STO001  H  01/29/2001  100                                         8.950       0 PAY  SIC    2.000       17.90
STO001  H  02/05/2001  100                          SH    SHP      8.950       0 PAY  REG   40.000      358.00
STO001  H  02/12/2001  100                          SH    SHP      8.950       0 PAY  REG   40.000      358.00
STO001  H  02/19/2001  100                          SH    SHP      8.950       0 PAY  REG   40.000      358.00
STO001  H  02/26/2001  100                          SH    SHP      8.950       0 PAY  REG   40.000      358.00
STO001  H  02/26/2001  100                          SH    SHP      8.950       0 PAY  OVT    1.250       16.78
STO001  H  03/04/2001  100                          SH    SHP      8.950       0 PAY  REG   40.000      358.00
STO001  H  03/11/2001  100                          SH    SHP      8.950       0 PAY  REG   40.000      358.00
STO001  H  03/18/2001  100                          SH    SHP      8.950       0 PAY  REG   40.000      358.00
STO001  H  03/25/2001  100                          SH    SHP      8.950       0 PAY  VAC   40.000      358.00
STO001  H  04/08/2001  100                          SH    SHP      8.950       0 PAY  REG   48.000      429.60
                                                                       --------------------------------------
Department 100    Earning Totals                                               0         544.750     4954.42
Deduction Totals                                                                             .000         .00

ROS001  H  02/05/2001  501                          SE    SEC      5.750       0 PAY  REG   40.000      230.00
JON001  H  02/12/2001  501                          SE    SEC      7.500       0 PAY  REG   40.000      300.00
ROS001  H  02/12/2001  501                          SE    SEC      5.750       0 PAY  REG   40.000      230.00
JON001  H  02/19/2001  501                          SE    SEC      7.500       0 PAY  REG   40.000      300.00
ROS001  H  02/19/2001  501                          SE    SEC      5.750       0 PAY  REG   40.000      230.00
JON001  H  02/26/2001  501                          SE    SEC      7.500       0 PAY  REG   40.000      300.00
ROS001  H  02/26/2001  501                          SE    SEC      5.750       0 PAY  REG   40.000      230.00
JON001  H  03/04/2001  501                          SE    SEC      7.500       0 PAY  REG   40.000      300.00
ROS001  H  03/04/2001  501                          SE    SEC      5.750       0 PAY  REG   40.000      230.00
JON001  H  03/11/2001  501                          SE    SEC      7.500       0 PAY  REG   40.000      300.00
ROS001  H  03/11/2001  501                          SE    SEC      5.750       0 PAY  REG   40.000      230.00
JON001  H  03/18/2001  501                          SE    SEC      7.500       0 PAY  REG   40.000      300.00
ROS001  H  03/18/2001  501                          SE    SEC      5.750       0 PAY  REG   40.000      230.00
JON001  H  03/25/2001  501                          SE    SEC      7.500       0 PAY  REG   40.000      300.00
ROS001  H  03/25/2001  501                          SE    SEC      5.750       0 PAY  REG   40.000      230.00
JON001  H  04/08/2001  501                          SE    SEC      7.500       0 PAY  REG   48.000      360.00
ROS001  H  04/08/2001  501                          SE    SEC      5.750       0 PAY  REG   48.000      276.00
JON001  H  08/25/2001  501                          SE    SEC      7.500       0 PAY  REG     .000      337.50
                                                                       --------------------------------------
Department 501    Earning Totals                                               0        1019.250     7061.53
Deduction Totals                                                                             .000       50.00
                                                                       ======================================
Grand Totals; Earnings                                                         0        1572.500    36716.77
Grand Totals; Deductions                                                                     .000      275.00
End of Report
```

401(k) Report

The 401(k) Report displays the deductions and matching codes and amounts for each employee in the selection. Use the report to audit employee and employer contributions to employee retirement plans.

401(k) Report Screen

Select **401(k) Report** from the Payroll Reports menu. The function screen appears.

Inquiry 1. Enter the range of employees you want to include in the report.

Inquiry 2. Enter the range of departments you want to include in the report.

Inquiry 3. Enter the deduction code you want to include in the report.

Inquiry 4. Select the employer matching code to include in the report.

5. Select the amount of information you want to include in the report: month or quarter.

6. Select the month(s) for which you want to print.

7. Enter the order in which you want to print the report.

8. Select the output device.

A sample 401(k) Report is at the end of this section.

After the register is produced, the Payroll Reports menu appears.

401(k) Report

```
06/11/2000                                          Builders Supply                                        Page    1
9:26 PM                                              401(k) Report
                                                  Detail Report - December
                                                     by Employee ID
                                                                                        ******** Year to Date *********
Emp ID  Name                                 Dept    SSN                 401K   Company Match          401K  Company Match
---------------------------------------------------------------------------------------------------------------------------

BOU001  Bourne, Linda C                      500     459-30-1099          .00             .00       1389.77            .00
GER001  Gerard, Timothy G                    500     468-22-4819          .00             .00        600.00            .00
JEN001  Jenkins, Kathy M                     500     460-39-9093          .00             .00           .00            .00
JON001  Jonchim, Maria K                     501     468-80-9944          .00             .00           .00            .00
LUK001  Lukas, George                        500     488-30-1281          .00             .00           .00            .00
ROS001  Rossini, Lucinda A                   501     460-39-9982          .00             .00           .00            .00
STO001  Stockard, Albert W                   100     449-58-4392          .00             .00           .00            .00
                                                                ===========================================================
                                                     GRAND TOTALS         .00             .00       1989.77            .00

End of Report
```

Check History Register

The Check History Register shows the payroll checks you have written for the employees and dates you select. Use the register as a record of earnings, deductions, withholdings, and cash disbursements. The information in the register comes from the PAHCxxx (Check History), PAHDxxx (Check Deductions History), PAHExxx (Check Earnings History), and PAHWxxx (Check Withholdings History) files.

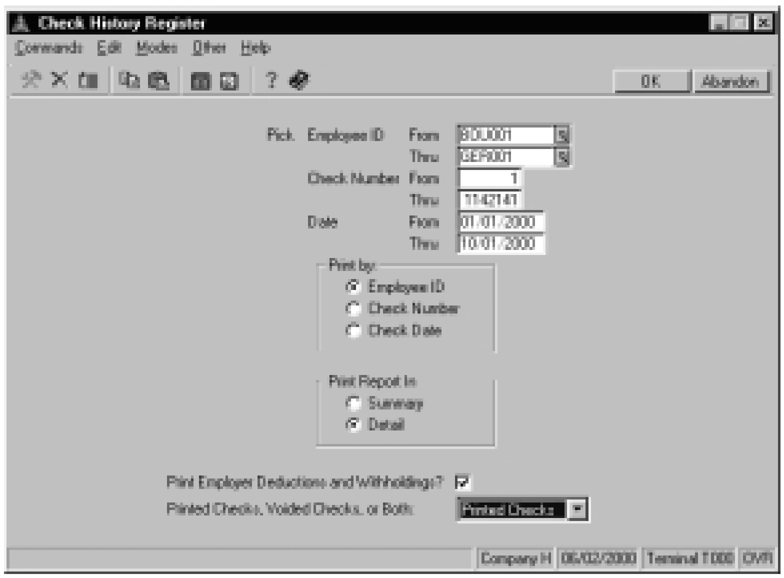
Note

OASDI and Medicare amounts appear as one sum in the FICA field in the register for history accumulated before installation of Payroll version 4.06 or higher.

You cannot print this report if you did not elect to save check history in the Resource Manager Options and Interfaces function.

Check History Register Screen

Select **Check History Register** from the Payroll Reports menu. The function screen appears.



Inquiry

1. Enter the range of employees you want to include in the register.
2. Enter the range of checks you want to include in the register.
3. Enter the range of dates you want to include in the register.
4. Select the order in which you want to print the register.
5. Select the amount of detail you want to include in the register.
6. If you want to print employer deductions and withholdings, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

7. Enter **C** if you want to print checks that have been printed, **V** if you want to print voided checks, or **B** if you want to print both types of checks in the register.

8. Select the output device.

A sample Check History Register is at the end of this section.

After the register is produced, the Payroll Reports menu appears.

Check History Register

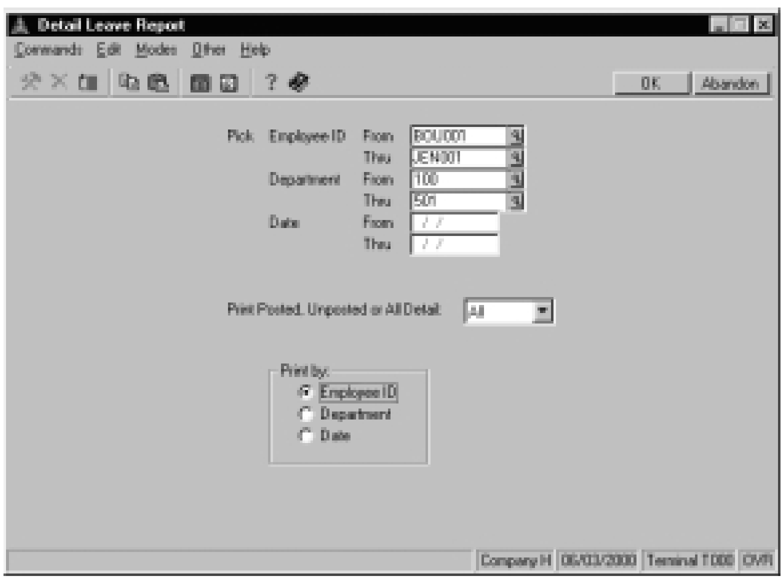
```
06/03/2001                                    Builders Supply    06/02/2000                                    Builders Supply
Page   1
12:16 AM                                                Check History Register
                                                   Printed in Detail by Employee ID

                              ------- Earnings --------   ----------- Withholdings ------------  --------- Deductions ----------
Employee                                       Salary or
ID        Soc. Sec. No.       Code     Hours      Wages   Type/Code  Description         Amount  Code Description          Amount
-------------------------------------------------------------------------------------------------------------------------------------


Employee BOU001
Linda C Bourne,                REG      .000    7500.00   FED/FWH    Federal WH         1507.99     1 Medical Ins          742.83
BOU001                         P01      .000     750.00   FED/OAS    Emplye OASDI        511.50
  Gross Wages       8250.00                               FED/MED    Emplye Medicare     119.63
  Net Pay           4826.07                               MN/  /SWH  MN W/H              553.53
  Check Number      0001025
  Date           01/31/1999

Employee BOU001 Totals         P01      .000     750.00   FED/FWH    Federal WH         1507.99     1 Medical Ins          742.83
                               REG      .000    7500.00   FED/MED    Emplye Medicare     119.63
                                                          FED/OAS    Emplye OASDI        511.50
                                                          MN/  /SWH  MN W/H              553.53


06/02/2000                                                Builders Supply                                         Page   2
12:16 AM                                                Check History Register
                                                   Printed in Detail by Employee ID
Earnings, Withholdings,
Deductions Descriptions                  Amount        Hours
-------------------------------------------------------------------------------------------------------------------------------------

  Earnings                                                 Incl. Net?

    Gross Wages                     8250.00
    Net Pay                         4826.07

    P01 Bonus                        750.00          .000      YES
    REG Regular Pay                 7500.00          .000      YES
                               ---------------------------
    TOTALS                          8250.00          .000

  Witholdings                                              Employer Tax?

    FED /FWH  Federal WH            1507.99                    NO
    FED /MED  Emplye Medicare        119.63                    NO
    FED /OAS  Emplye OASDI           511.50                    NO
    MN/  /SWH MN W/H                 553.53                    NO
                               --------------
    Employee Totals                 2692.65
    Employer Totals                     .00

  Deductions                                               Employer Deduction?

    001 Medical Ins                  742.83                    NO
                               --------------
    Employee Totals                  742.83
    Employer Totals                     .00
```

Detail Leave Report

The Detail Leave Report serves as an audit trail of your employees' sick and vacation time accruals and earnings. It gets the information from the PAHVxxx (Leave Adjustment History) file.

Detail Leave Report Screen

Select **Detail Leave Report** from the Payroll Reports menu. The function screen appears.



Inquiry

1. Enter the range of employees you want to include in the report.

Inquiry

2. Enter the range of departments you want to include in the report.

3. Enter the range of dates you want to include in the report.

4. Select the type of leave you want to include in the report. You can include posted leave, unposted leave, or all leave.

5. Select the order in which you want to print the report.

6. Select the output device.

A sample Detail Leave Report is at the end of this section.

After the report is produced, the Payroll Reports menu appears.

Detail Leave Report

```
09/16/2001                                              Builders Supply                                            Page    1
1:10 PM                                               Detail Leave Report
                                             Posted And Unposted Leave by Department

                                                            -------- Vacation --------        ---------- Sick -----------
Employee                                          Date          Earned        Used        Bal          Earned        Used        Bal
----------------------------------------------------------------------------------------------------------------------------------


                                                            ================================================================
GRAND TOTAL                                                       .000        .000        .000            .000        .000        .000


End of Report
```

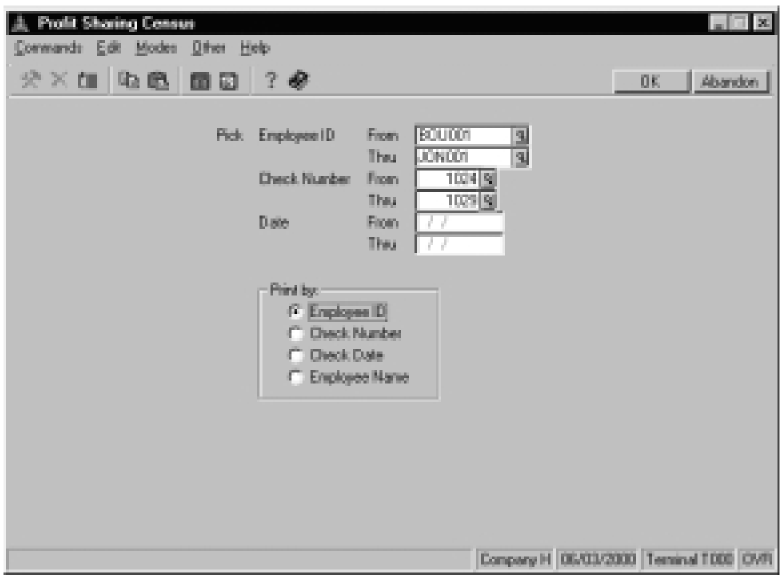
Profit Sharing Census

The Profit Sharing Census shows the total hours and gross dollars invested by an employee based on check history. The information in the census comes from the PAEGxxx (Employee General Information) and PAHCxxx (Check History) files.

If you did not elect to save check history in the Resource Manager Options and Interfaces function, you cannot produce this report.

Profit Sharing Census Screen

Select **Profit Sharing Census** from the Payroll Reports menu. The function screen appears.



Inquiry

1. Enter the range of employees you want to include in the report.

Inquiry

2. Enter the range of check numbers you want to include in the report.

3. Enter the range of dates you want to include in the report.
4. Select the order in which you want to print the report.
5. Select the output device.

A sample Profit Sharing Census is at the end of this section.

After the report is produced, the Payroll Reports menu appears.

Profit Sharing Census

```
06/08/2000                                        Builders Supply                                          Page   1
10:17 PM                                       Profit Sharing Census
                                                   by Employee ID

Emply     Check  Date                  Hours             Gross Wages
------------------------------------------------------------------------------------------------------------------------------------


BOU001     1025  01/31/1999             .000                 8250.00
BOU001     1033  02/28/1999             .000                 7500.00
BOU001     1041  03/31/1999             .000                 7500.00
BOU001     1073  10/01/2000          173.330                 7633.82
                                  ----------        -------------
Employee BOU001 Totals               173.330                30883.82       Birth: 06/07/1959   Hire: 01/09/1993   Term:
459-30-1099    Linda C Bourne

GER001     1026  01/31/1999             .000                 6050.00
GER001     1034  02/28/1999             .000                 5550.00
GER001     1042  03/31/1999             .000                 5550.00
GER001     1074  10/01/2000          173.330                 5550.00
                                  ----------        -------------
Employee GER001 Totals               173.330                22700.00       Birth: 12/31/1954   Hire: 01/23/1987   Term:
468-22-4819    Timothy G Gerard

JEN001     1027  01/31/1999             .000                 7500.00
JEN001     1035  02/28/1999             .000                 7500.00
JEN001     1043  03/31/1999             .000                 7500.00
JEN001     1075  10/01/2000          173.330                 7500.00
                                  ----------        -------------
Employee JEN001 Totals               173.330                30000.00       Birth: 10/26/1959   Hire: 05/31/1987   Term:
460-39-9093    Kathy M Jenkins

JON001     1029  01/31/1999          128.000                 1200.00
JON001     1037  02/28/1999          160.000                 1200.00
JON001     1045  03/31/1999          160.000                 1200.00
JON001     1077  10/01/2000           98.500                  748.13
                                  ----------        -------------
Employee JON001 Totals               546.500                 4348.13       Birth: 04/22/1964   Hire: 03/31/1993   Term:
468-80-9944    Maria K Joachim

                                  ==========        =============

GRAND TOTALS                        1066.490                87931.95


End of Report
```


Profit Sharing Census

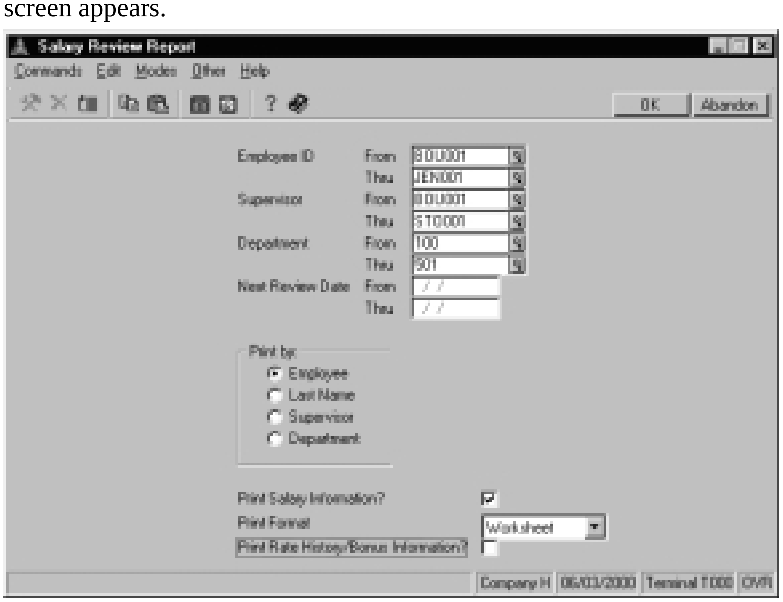
Personnel Reports 8

Salary Review Report

The Salary Review Report shows employees who are due for a salary review. It can help you determine when employees are due for a review, or you can use it to review salary and bonus history. A worksheet version of the report is also available, which you can use while figuring salary increases or bonuses. The information in this report comes from the PAEGxxx (Employee General Information) and PAEPxxx (Employee Personnel) files.

Salary Review Report Screen

Select **Salary Review Report** from the Personnel Reports menu. The function screen appears.



Inquiry 1. Enter the range of employees you want to include in the report.

Inquiry 2. Enter the range of supervisors you want to include in the report.

Inquiry

3. Enter the range of departments you want to include in the report.
4. Enter the range of review dates you want to include in the report.
5. Select the order in which you want to print the report.
6. If you want to include salary information, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).
7. Select the version of the report you want to produce: the worksheet version or the summary version.
8. If you want to include rate history and bonus information, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).
9. Select the output device.

A sample Salary Review Report in summary form is at the end of this section.

After the report is produced, the Personnel Reports menu appears.

Salary Review Report

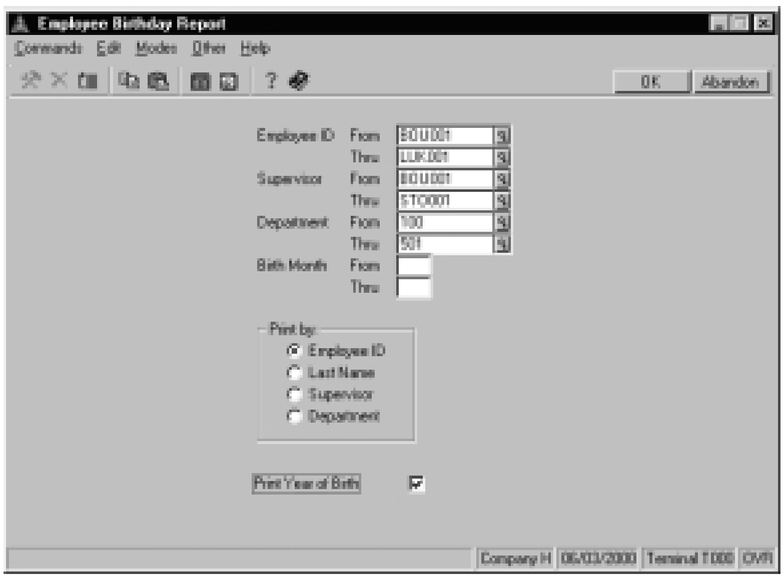
```
08/23/2001                                        Builders Supply                                          Page    1
6:59 AM                                         Salary Review Report
                                                  By Employee ID

Emp. ID Employee Name                            Dept.       Next Review Title              Current Salary   Yearly Salary
Sup. ID Supervisor Name                          Hire Date   Last Review Labor Class           Hourly Rate
------------------------------------------------------------------------------------------------------------------------------------

GER001  Gerard, Timothy G                        500         03/31/96    V P Sales                 5550.00        66600.00
BOU001  Linda Bourne C                           01/23/82    04/01/95                                 .000

          Pay Change History                                Bonus History
          Date        Reason             Old Rate           Date        Reason              Amount
                                             .000                                             1.00
                                             .000                                             1.00
                                             .000                                             1.00
                                             .000                                             1.00
                                             .000                                             1.00
                                             .000                                             1.00
                                             .000                                             1.00
                                             .000                                             1.00


*** End of Report ***
```

Employee Birthday Report

Use the Employee Birthday Report to produce a list of employees born during a specified month or range of months. The information in this report comes from the PAEGxxx (Employee General Information) and PAEPxxx (Employee Personnel) files.

Employee Birthday Report Screen

Select **Employee Birthday Report** from the Personnel Reports menu. The function screen appears.



Inquiry 1. Enter the range of employees you want to include in the report.

Inquiry 2. Enter the range of supervisors you want to include in the report.

Inquiry 3. Enter the range of departments you want to include in the report.

4. Enter the range of birth months you want to include in the report.
5. Select the order in which you want to print the report.
6. If you want the report to include the employee's year of birth, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).
7. Select the output device.

A sample Employee Birthday Report is at the end of this section.

After the report is produced, the Personnel Reports menu appears.

Employee Birthday Report

04/14/2001 Builders Supply Page 1
10:36 AM Employee Birthday Report
By Employee ID

Emp. ID	Employee Name	Supervisor Name	Dept. ID	Date of Birth	Age
BOU001	Bourne, Linda C	George Lukas	500	June 07, 1954	41
GER001	Gerard, Timothy G	Linda Bourne C	500	December 31, 1949	45
JON001	Jonchim, Maria K	George Lukas	501	April 22, 1959	36

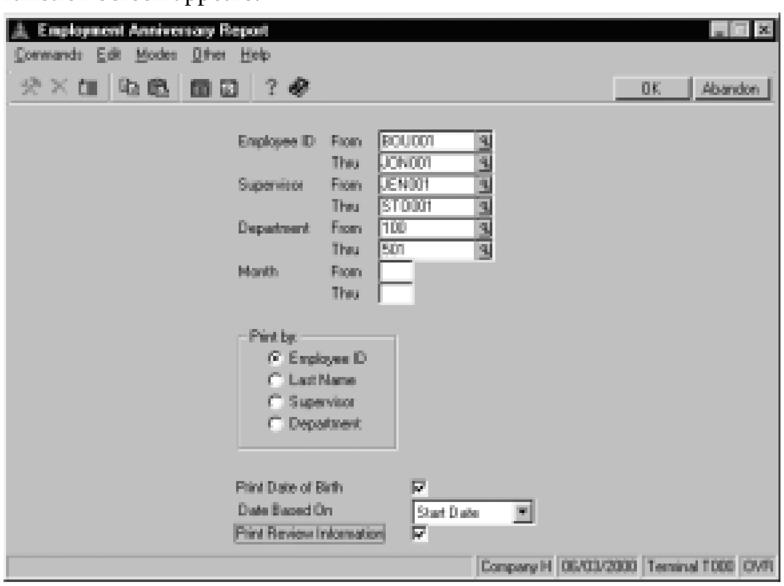
End of Report

Employment Anniversary Report

Use the Employment Anniversary Report to produce a list of employees, their start dates, and their length of employment with the company. The information in this report comes from the PAEGxxx (Employee General Information) and PAEPxxx (Employee Personnel) files.

Employment Anniversary Report Screen

Select **Employment Anniversary Report** from the Personnel Reports menu. The function screen appears.



Inquiry 1. Enter the range of employees you want to include in the report.

Inquiry 2. Enter the range of supervisors you want to include in the report.

Inquiry 3. Enter the range of departments you want to include in the report.

4. Enter the range of months you want to include in the report.

5. Select the order in which you want to print the report.

6. If you want the report to include the employee's date of birth, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

7. Select the basis for the month of hire. You can choose between the employee's start date or the employee's adjusted hire date.

8. If you want employee review information in the report, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

9. Select the output device.

A sample Employment Anniversary Report is at the end of this section.

After the report is produced, the Personnel Reports menu appears.

Employment Anniversary Report

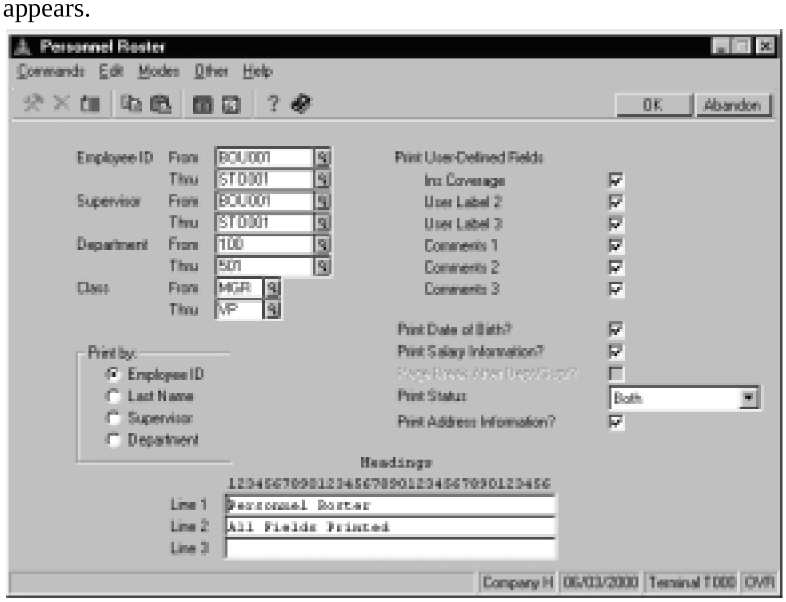
```
07/16/2001                                  Builders Supply                                   Page    1
6:10 AM                              Employment Anniversary Report
                                            By Employee ID

Emp. ID Employee Name                  Dept.    Start Date  YRS  Adj. Hire    DOB
Sup. ID Supervisor Name
-----------------------------------------------------------------------------------------------------------

BOU001  Bourne, Linda C                500      01/09/1988   7   01/09/1988   06/07/1954
LUK001  Lukas, George

GER001  Gerard, Timothy G              500      01/23/1982  13   01/23/1982   12/31/1949
BOU001  Bourne, Linda C

JEN001  Jenkins, Kathy M               500      05/31/1982  13   05/31/1982   10/26/1954


JON001  Jonchim, Maria K               501      03/30/1988   7   03/30/1988   04/22/1959
LUK001  Lukas, George

LUK001  Lukas, George                  500      04/01/1981  14   04/01/1981   11/15/1963


ROS001  Rossini, Lucinda A             501      11/03/1984  10   11/03/1984   07/04/1965


STO001  Stockard, Albert W             100      11/30/1987   7   11/30/1987   12/18/1973



End of Report
```

Personnel Roster

The Personnel Roster is a list of employees and miscellaneous information about them. The information is taken from the PAEGxxx (Employee General Information) and PAEPxxx (Employee Personnel) files.

Personnel Roster Screen

Select **Personnel Roster** from the Personnel Reports menu. The function screen appears.



Inquiry 1. Enter the range of employees you want to include in the roster.

Inquiry 2. Enter the range of supervisors you want to include in the roster.

Inquiry 3. Enter the range of departments you want to include in the roster.

Inquiry 4. Enter the range of employee classes you want to include in the roster.

5. For each of the three user label fields and the three comment fields, check the box (or enter **Y** in text mode) to include the field in the roster, or uncheck the box (or enter **N** in text mode) to exclude the field.

6. Select the order in which you want to print the roster.

7. If you want the roster to include the employee's date of birth, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

8. If you want the roster to include salary information, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

9. If you chose to organize the roster by department or supervisor, check the box (or enter **Y** in text mode) to begin each department or supervisor on a new page.

10. Select active employees, terminated employees, or both active and terminated employees to list in the report.

11. If you want the roster to include employee addresses, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

12. Enter up to three roster headings.

13. Select the output device.

A sample Personnel Roster is at the end of this section.

After the roster is produced, the Personnel Reports menu appears.

Personnel Reports

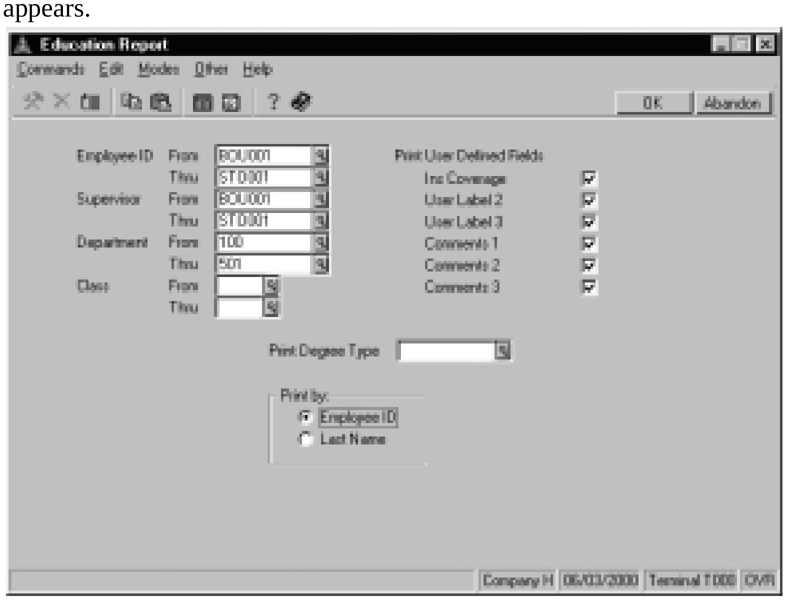
```
04/14/2001                                        Builders Supply                                     Page    1
12:32 PM                                          Personnel Roster
                                                 All Fields Printed


Emp. ID  Employee Name                              D.O.H.      SSN         Dept.       Sex  EEO       Class  H/S  Group  Chk. Loc.
Title                                               Adj. D.O.H. D.O.T.      D.O.B.           Salary            Rate  Yearly Salary
-----------------------------------------------------------------------------------------------------------------------------------


BOU001   Bourne, Linda C                            01/09/1988  459-30-1099  500         F    2         Prs    SAL  1
Admin. Asst.                                        01/09/1988              06/07/1954      7500.00          .000      90000.00

Ins Coverage: Family/Blue Cross     User Label 2:                      User Label 3:
Comments 1  : An excellent worker, rarely misses a shift.
Comments 2  :
Comments 3  :

GER001   Gerard, Timothy G                          01/23/1982  468-22-4819  500         M    1         VP     SAL  1
V P Sales                                           01/23/1982              12/31/1949      5550.00          .000      66600.00

Ins Coverage: Family/Blue Cross     User Label 2:                      User Label 3:
Comments 1  : Needs to push sales people a little more.
Comments 2  :
Comments 3  :

JON001   Jonchim, Maria K                           03/30/1988  468-80-9944  501         F    3         SEC    HRL  1
Secretary                                           03/30/1988              04/22/1959          .00         7.500      15600.00

Ins Coverage: None                  User Label 2:                      User Label 3:
Comments 1  : Disciplined for poor work performance on 2/21/94. Has
Comments 2  : greatly improved additude.
Comments 3  :


End of Report
```

Education Report

The Education Report shows employees' education history and other user-defined information. The information is taken from the PAEGxxx (Employee General Information) and PAEPxxx (Employee Personnel) files.

Education Report Screen

Select **Education Report** from the Personnel Reports menu. The function screen appears.



Inquiry

1. Enter the range of employees you want to include in the report.

Inquiry

2. Enter the range of supervisors you want to include in the report.

Inquiry

3. Enter the range of departments you want to include in the report.

Inquiry

4. Enter the range of employee classes you want to include in the report.

5. For each of the three user label fields and the three comment fields, check the box (or enter **Y** in text mode) to include the field in the roster, or uncheck the box (or enter **N** in text mode) to exclude the field.

Inquiry

6. Select the type of degree you want to include in the report.

7. Select the order in which you want to print the report.

8. Select the output device.

A sample Education Report is at the end of this section.

After the report is produced, the Personnel Reports menu appears.

Education Report

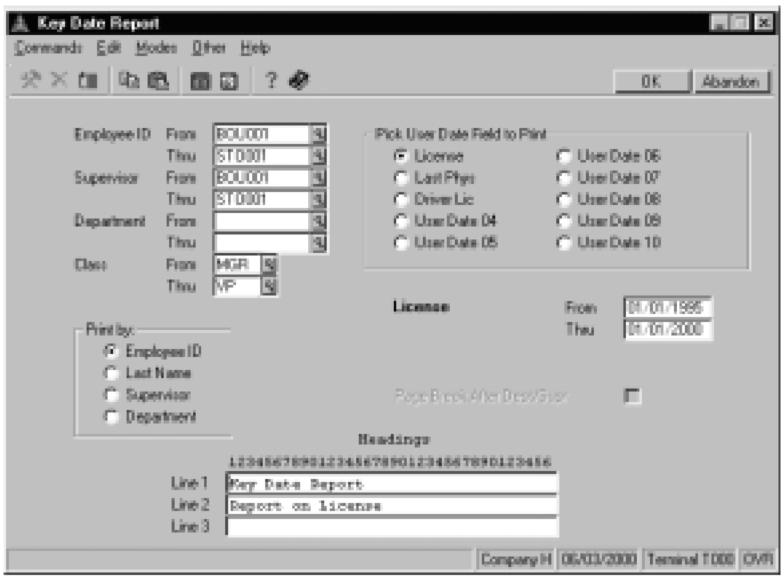
```
04/14/2001                                                Builders Supply                                           Page    1
1:25 PM                                                   Education Report
                                                            By Last Name

Emp. ID  Employee Name                         Dept. ID  D.O.H.      Degree  Description          Major
-----------------------------------------------------------------------------------------------------------------------------------

BOU001   Bourne, Linda C                       500       01/09/1988  BSCE    Bachelors, Computer   Math



Ins Coverage: Family/Blue Cross     User Label 2:                    User Label 3:
Comments 1  : An excellent worker, rarely misses a shift.
Comments 2  :
Comments 3  :

GER001   Gerard, Timothy G                     500       01/23/1982



Ins Coverage: Family/Blue Cross     User Label 2:                    User Label 3:
Comments 1  : Needs to push salespeople a little more.
Comments 2  :
Comments 3  :

JON001   Jonchim, Maria K                      501       03/30/1988                               Cert. Office Studies



Ins Coverage: None                  User Label 2:                    User Label 3:
Comments 1  : Disciplined for poor work performance on 2/21/94. Has
Comments 2  : greatly improved attitude.
Comments 3  :


End of Report
```

Key Date Report

Use the Key Date Report function to produce a list of employees based on a date you select. The key dates are taken from the USRDDxxx table.

Key Date Report Screen

Select **Key Date Report** from the Personnel Reports menu. The function screen appears.



Inquiry 1. Enter the range of employees you want to include in the report.

Inquiry 2. Enter the range of supervisors you want to include in the report.

Inquiry 3. Enter the range of departments you want to include in the report.

Inquiry 4. Enter the range of employee classes you want to include in the report.

5. Select the user date field to print on the report. The dates are taken from the USRDDxxx table.

6. The name of the user-defined date field you selected in the previous field is displayed. Enter the range of dates you want to include in the report for that date field.

7. Select the order in which you want to print the report.

8. If you chose to organize the roster by department or supervisor, check the box (or enter **Y** in text mode) to begin each department or supervisor on a new page.

9. Enter up to three report headings.

10. Select the output device.

A sample Key Date Report is at the end of this section.

After the report is produced, the Personnel Reports menu appears.

Key Date Report

```
04/14/2001                                         Builders Supply                                          Page    1
1:40 PM                                            Key Date Report
                                                  Report on License
Department:

Emp. ID Employee Name                             Dept.  SSN         Class Work Phone    Ext.  Job Title           Sup.   License
------------------------------------------------------------------------------------------------------------------------------------

BOU001  Bourne, Linda C                           500    459-30-1099 Prs                       Admin. Asst.        LUK001 08/21/96


End of Report
```

Periodic Processing 9

Introduction

The functions explained in this chapter are to be performed periodically—some monthly, some quarterly, some annually. Check with the federal, state, or local governments to determine which of the reports you are required to produce and file.

At the end of every general ledger period, produce the Department Report before you post expenses to General Ledger. At the end of the month, you may need to produce the Monthly Withholding Report. Every quarter, produce the Quarterly Employer's Tax Report, the Quarterly Withholding Report, the Quarterly State Unemployment Report, and the 941 Worksheet. At the end of the quarter, perform periodic maintenance. At the end of the year, perform year-end maintenance, produce W-2s from last year's files, and close last year. Periodically, you should use the Roll Up Leave Balances function, unless you want to have a permanent record of employees' sick and vacation time.

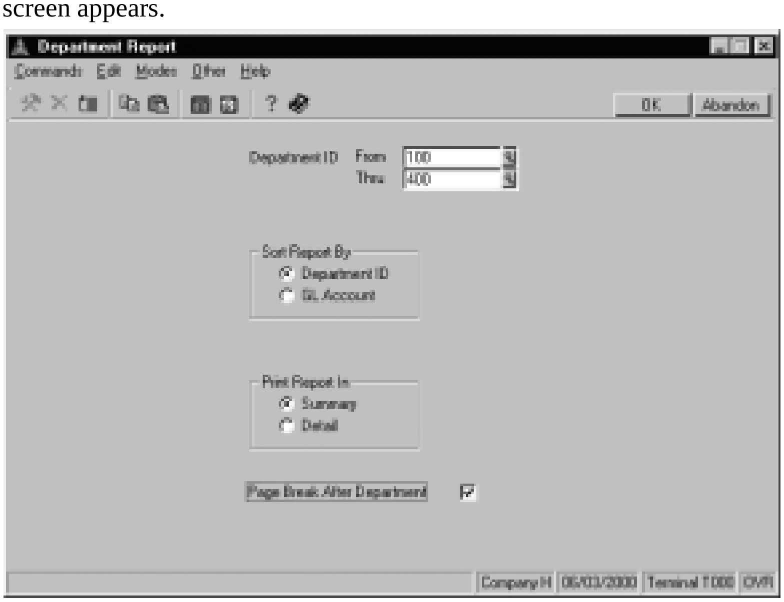
Department Report

The Department Report is a summary of labor expenses posted to each department. It serves as an audit trail of the entries posted to the PADPxxx (Department) file from the PATRxxx (Transactions) and PACHxxx (Checks) files.

Produce this report at the end of an accounting period to review the accumulated expense amounts before you post labor expenses to General Ledger.

Department Report Screen

Select **Department Report** from the Periodic Processing menu. The function screen appears.



Inquiry

1. Enter the range of departments you want to include in the report.

2. Select the order in which you want to print the report.

3. Select the amount of information you want to include for each department you selected. You can print in summary (a summation of the general ledger accounts, if you chose to sort by general ledger account) or in detail.

4. If you want each department to begin on a new page, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

5. Select the output device.

A sample Department Report is at the end of this section.

After the report is produced, the Periodic Processing menu appears.

Department Report

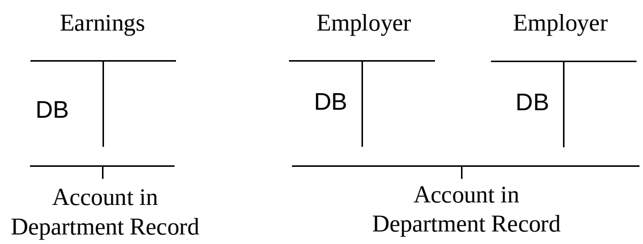
```
06/03/2000                                           Builders Supply                                     Page    1
10:54 AM                                            Department Report
                                             Printed in Summary by Department

Department      Name
Expense Type          GL Account     Period to Date     Quarter to Date     Year to Date
-----------------------------------------------------------------------------------------------------------------------------------

100             WAREHOUSE

Hours                                       50.000                .000          544.750
Pieces                                           0                   0                0
                                      ------------        ------------     ------------
Department Liability Totals                 657.72              165.47          5617.14

Grand Totals

Hours                                       50.000                .000          544.750
Pieces                                           0                   0                0
Overtime Pay                                134.25                 .00           218.15
Bonus                                          .00                 .00           447.50
Travel Exp                                     .00                 .00              .00
Cash Value                                     .00                 .00              .00
Commissions                                    .00                 .00              .00
Rpt Tips                                       .00                 .00              .00
Regular Pay                                 358.00                 .00          4786.02
Salaried Wage                                  .00                 .00              .00
Sick Pay                                       .00                 .00              .00
Vacation Pay                                   .00                 .00              .00
Emplyr Medicare                              13.37               13.37            13.37
Emplyr OASDI                                 57.15               57.15            57.15
Unemp Ins                                    57.15               57.15            57.15
MN Unemp Ins                                 37.80               37.80            37.80
                                     =============       =============   ==============
TOTAL                                       657.72              165.47          5617.14

End of Report
```

Post Expense to GL

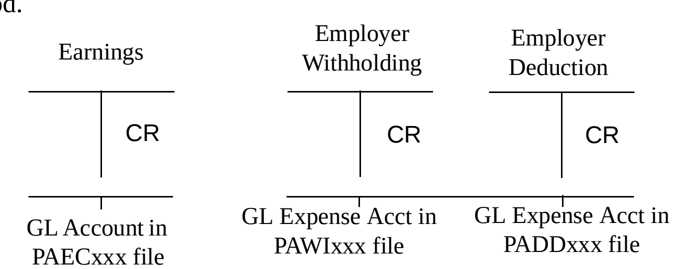
After you produce the Department Report at the end of an accounting period, post expenses to General Ledger to create the accounting entries for the payroll expenses for the period. If Payroll is interfaced with General Ledger, these entries update the GLJRxxx (Journal) file.

When you post checks at the end of a payday, the accounting entries for withholding, tax and net pay are created. To complete this transaction, the gross pay amount is debited to a payroll holding account. (See page 6-64 for more information.)

The Post Expense to GL function finishes the accounting entries for the period. It credits the holding account and distributes the amount to various department expense accounts in the general ledger.



When the general ledger entries are made, the general ledger post-to-date amounts in the PADPxxx (Department) file are cleared to make way for a new accounting period.



Before You Post

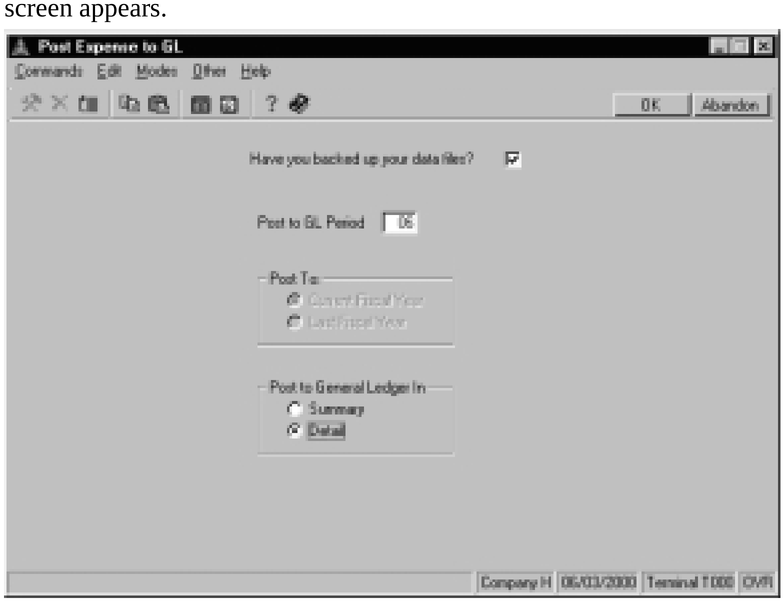
If you have a multiuser system, make sure that no one else is using the Payroll system. Other users cannot access the PADPxxx file in Payroll, and if Payroll is interfaced with General Ledger, other users cannot access the GLJRxxx file while you are posting.

Back up your data files. Power surges or equipment failures can result in the loss of information.

Be sure that you have a copy of the Department Report.

Post Expense to GL Screen

Select **Post Expense to GL** from the Periodic Processing menu. The function screen appears.



1. If you have backed up your data files, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode). If you have not backed up your files, exit to the menu and do so before continuing.

2. Enter the GL period to which you want to post expenses (1–13).

3. If last-year General Ledger files exist and Payroll is interfaced to General Ledger, select the fiscal year to which you want to post.

4. Select the output device for the posting log.

A sample posting log is at the end of this section.

After posting is completed and the log has been produced, the Periodic Processing menu appears.

Post Expense to GL Log

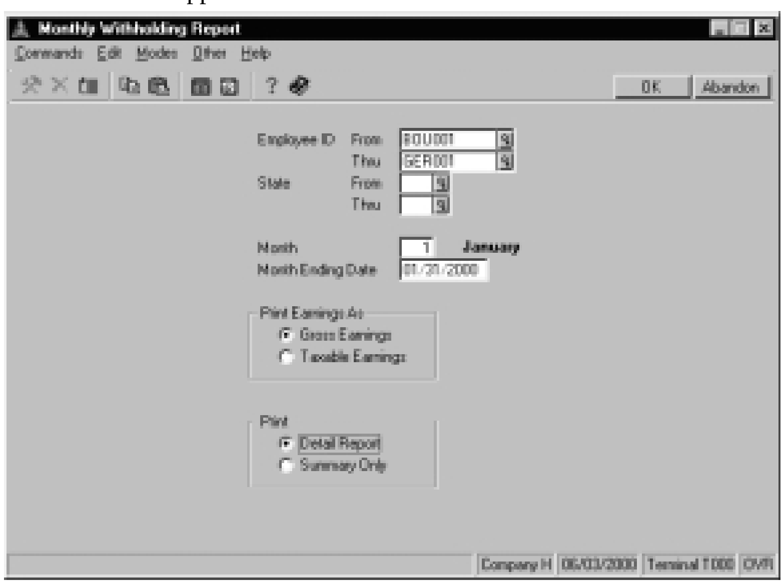
```
06/03/2000                     Builders Supply                  PAGE    1
10:55 AM                      Post Expense to GL
                              Posting in Detail

Posted to Period  6
Description      Department   GL Account              Debit             Credit
--------------------------------------------------------------------------------


Overtime Pay     WAREHOUSE    520000                 134.25
Regular Pay      WAREHOUSE    520000                 358.00
Emplyr Medicare  WAREHOUSE    520000                  13.37
Emplyr OASDI     WAREHOUSE    520000                  57.15
Unemp Ins        WAREHOUSE    520000                  57.15
MN Unemp Ins     WAREHOUSE    520000                  37.80
Salaried Wage    EXECUTIVE    530000              22,788.00
Emplyr Medicare  EXECUTIVE    530000                 339.91
Emplyr OASDI     EXECUTIVE    530000               1,437.40
MN Unemp Ins     EXECUTIVE    530000                 102.50
Overtime Pay     EXEC. SECRET 530000                  28.13
Regular Pay      EXEC. SECRET 530000                 530.00
Vacation Pay     EXEC. SECRET 530000                  60.00
Emplyr Medicare  EXEC. SECRET 530000                  18.19
Emplyr OASDI     EXEC. SECRET 530000                  77.75
Unemp Ins        EXEC. SECRET 530000                  77.75
MN Unemp Ins     EXEC. SECRET 530000                  51.42
Overtime Pay                  202000                                    162.38
Regular Pay                   202000                                    888.00
Salaried Wage                 202000                                 22,788.00
Vacation Pay                  202000                                     60.00
Emplyr Medicare               530000                                    371.47
Emplyr OASDI                  530000                                  1,572.30
Unemp Ins                     530000                                    134.90
MN Unemp Ins                  530000                                    191.72
                                         --------------------------------------
Balance                                           26,168.77          26,168.77

End of Report
```

Monthly Withholding Report

Your company may be required to make monthly tax deposits based on the amounts you withheld from employees' checks. The Monthly Withholding Report summarizes these statistics. The information in this report comes from the PAEExxx (Employee Earnings History), PAEGxxx (Employee General Information), and PAEWxxx (Employee Withholding History) files.

Monthly Withholding Report Screen

Select **Monthly Withholding Report** from the Periodic Processing menu. The function screen appears.



Inquiry

1. Enter the range of employees you want to include in the report.

Inquiry

2. Enter the range of states you want to include in the report.
3. Enter the month number (**1** to **12**) for which you want to print the report.

4. Press **Enter** to use the month ending date that is displayed, or enter the last day of the month for which you are producing the report. You cannot enter a date that is after the last day of the current month, which is displayed.

5. Select the kind of earnings you want to include in the report. You can choose either gross earnings or taxable earnings.

6. Select the level of detail you want to include in the report.

7. Select the output device.

A sample Monthly Withholding Report that shows gross earnings is at the end of this section.

After the report is produced, the Periodic Processing menu appears.

Monthly Withholding Report

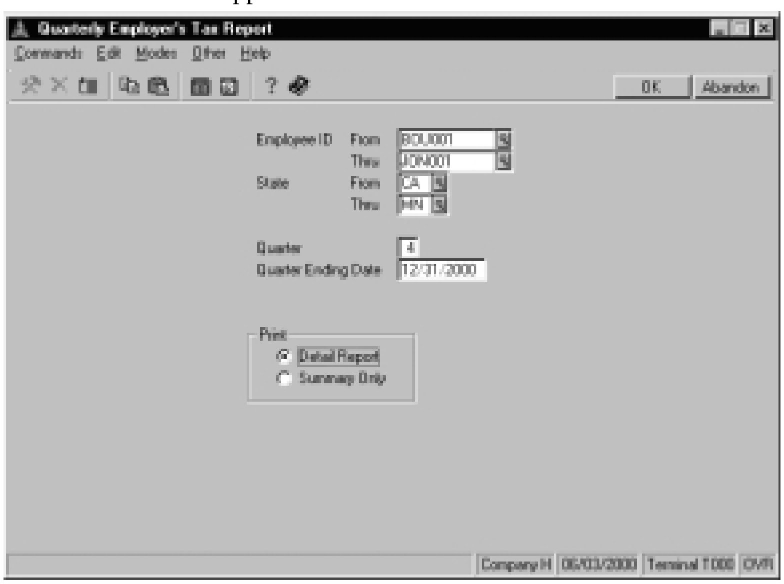
```
06/03/2000                                            Builders Supply                                              Page    1
10:56 AM                                    Monthly Withholding Report in Detail
                                              For the Month Ending 01/31/2000
                                                       Gross Earnings
Emp. ID Employee Name                                Soc. Sec. #
            Gross Wages/         -------- Federal -------        --------- State ----------       ---------- Local ----------
               Tips       Code     Earnings           WH   Code       Earnings           WH  Code            Earnings            WH
-------------------------------------------------------------------------------------------------------------------------------------
Local
State MN

BOU001  Bourne, Linda C                            459-30-1099
MTD                  .00    FWH           .00         .00   MN SWH          .00          .00
                     .00    OAS           .00         .00
                            MED           .00         .00
YTD                  .00    FWH           .00         .00   MN SWH          .00          .00
                     .00    OAS           .00         .00
                            MED           .00         .00

GER001  Gerard, Timothy G                          468-22-4819
MTD                  .00    FWH           .00         .00   MN SWH          .00          .00
                     .00    OAS           .00         .00
                            MED           .00         .00
YTD                  .00    FWH           .00         .00   MN SWH          .00          .00
                     .00    OAS           .00         .00
                            MED           .00         .00

Local Total    Number of Employees      2
MTD                  .00    FWH           .00         .00   MN SWH          .00          .00
                     .00    OAS           .00         .00
                            MED           .00         .00
YTD                  .00    FWH           .00         .00   MN SWH          .00          .00
                     .00    OAS           .00         .00
                            MED           .00         .00

State Total MN Number of Employees      2 (      2)
MTD                  .00    FWH           .00         .00   MN SWH          .00          .00
                     .00    OAS           .00         .00
                            MED           .00         .00
YTD                  .00    FWH           .00         .00   MN SWH          .00          .00
                     .00    OAS           .00         .00
                            MED           .00         .00

Grand Total  Number of Employees      2 (      2)
MTD                  .00    FWH           .00         .00   MN SWH          .00          .00
                     .00    OAS           .00         .00
                            MED           .00         .00
YTD                  .00    FWH           .00         .00   MN SWH          .00          .00
                     .00    OAS           .00         .00
```

Quarterly Employer’s Tax Report

State and federal authorities usually require that your company submit employer withholding and unemployment statistics every quarter. The Quarterly Employer’s Tax Report shows these statistics in either detail or summary form. The information in this report comes from the PAEExxx (Employee Earnings History), PAEGxxx (Employee General Information), PAEMxxx (Employee Miscellaneous History), and PAEWxxx (Employee Withholding History) files.

Quarterly Employer’s Tax Report Screen

Select **Quarterly Employer’s Tax Report** from the Periodic Processing menu. The function screen appears.



Inquiry

1. Enter the range of employees you want to include in the report.

Inquiry

2. Enter the range of states you want to include in the report.

3. Enter the number of the quarter for which you want to produce the report.
4. Press **Enter** to accept the displayed date, or enter a different date. The date you enter will print on the report.
5. Select the level of detail you want to include in the report.
6. Select the output device.

A sample Quarterly Employer’s Tax Report is at the end of this section.

After the report is produced, the Periodic Processing menu appears.

Notes on the Report

The number of weeks an employee worked (Weeks Worked) is calculated from information that is stored in the employee records.

The employer FICA earnings include FICA tips.

The numbers in the Employer FICA, SUI, and FUTA column headings are the limits in the FICA, FUTAxxx, and SUTyyxxx tables. The QTD liability totals are the percentages you set in those tables.

Quarterly Withholding Report

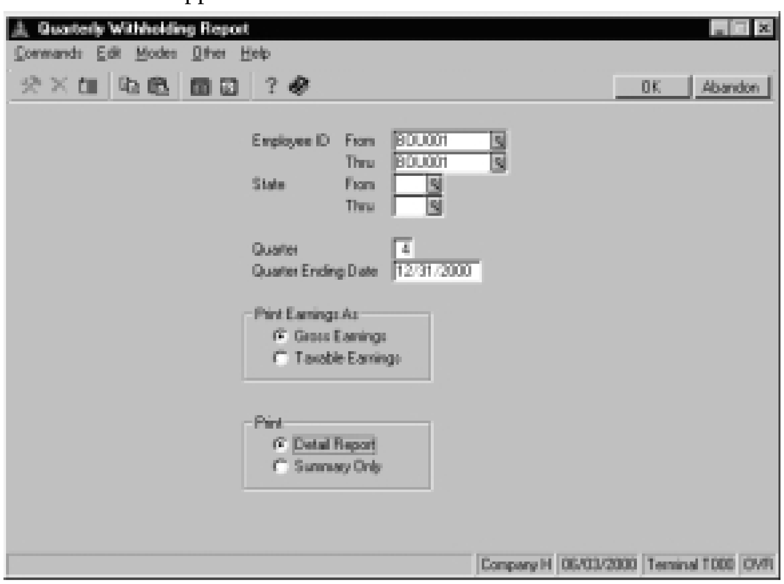
```
06/03/2000                                          Builders Supply                                                       Page    1
11:01 AM                                   Quarterly Employer's Tax Report in Detail
                                               For the Quarter Ending 12/31/2000

State MN
Emp. ID  Name                                       Soc. Sec. #
      Weeks       Gross         Adv      -- Employer FICA (76200/NO LIMIT) --     ---- SUI (15300) ----      ---- FUTA ( 7000 ) ----
      Worked      Wages         EIC      Earnings     FICA Tips  Excess FICA      Earnings   Excess SUI      Earnings  Excess FUTA
-------------------------------------------------------------------------------------------------------------------------------------

BOU001  Bourne, Linda C                             459-30-1099
QTD  13.00     30883.82         .00      30883.82           .00          .00      15300.00     13669.05       7000.00     21969.05
                                         30883.82                        .00
YTD  13.00     30883.82         .00      30883.82           .00          .00      15300.00     13669.05       7000.00     21969.05
                                         30883.82                        .00

State Total MN Number of employees      1
QTD            30883.82         .00      30883.82           .00          .00      15300.00     13669.05       7000.00     21969.05
                                         30883.82                        .00
YTD            30883.82         .00      30883.82           .00          .00      15300.00     13669.05       7000.00     21969.05
                                         30883.82                        .00

SUI Liability
         15300.00 * .09100  =      1392.30



Grand Total     Number of employees      1 (     1)
QTD            30883.82         .00      30883.82           .00          .00      15300.00     13669.05       7000.00     21969.05
                                         30883.82                        .00
YTD            30883.82         .00      30883.82           .00          .00      15300.00     13669.05       7000.00     21969.05
                                         30883.82                        .00

OASDI Liability
         30883.82  * .06200 =      1914.80

Medicare Liabliity
         30883.82  * .01450 =       447.82

FUTA Liability
          7000.00  * .06200 =       434.00

End of Report
```

Quarterly Withholding Report

Your company may be required to make quarterly tax deposits based on the amounts you withheld from employees' checks. The Quarterly Withholding Report summarizes these statistics. The information in this report comes from the PAEExxx (Employee Earnings History), PAEGxxx (Employee General Information), and PAEWxxx (Employee Withholding History) files.

Quarterly Withholding Report Screen

Select **Quarterly Withholding Report** from the Periodic Processing menu. The function screen appears.



Inquiry

1. Enter the range of employees you want to include in the report.

Inquiry

2. Enter the range of states you want to include in the report.

3. Enter the quarter number for which you want to print the report.

4. Press **Enter** to accept the displayed date, or enter a different date. The date you enter will print on the report.

5. Select the kind of earnings you want to include in the report. You can choose to include either gross earnings or taxable earnings.

6. Select the level of detail you want to include in the report.

7. Select the output device.

A sample Quarterly Withholding Report that shows gross earnings is at the end of this section.

After the report is produced, the Periodic Processing menu appears.

Quarterly Withholding Report

```
06/03/2000                                                   Builders Supply                                          Page    1
11:02 AM                                          Quarterly Withholding Report in Detail
                                                    For the Quarter Ending 12/31/2000
                                                              Gross Earnings
Emp. ID Employee Name                               Soc. Sec. #
            Gross Wages/         -------- Federal -------        --------- State ----------       ---------- Local ----------
               Tips       Code     Earnings            WH   Code       Earnings           WH  Code            Earnings           WH
-----------------------------------------------------------------------------------------------------------------------------------
Local
State MN

BOU001  Bourne, Linda C                           459-30-1099
QTD           30883.82    FWH      28969.05       5624.45   MN SWH     28969.05      2043.61
                   .00    OAS      30883.82       1914.80
                          MED      30883.82        447.82
YTD           30883.82    FWH      28969.05       5624.45   MN SWH     28969.05      2043.61
                   .00    OAS      30883.82       1914.80
                          MED      30883.82        447.82

Local Total    Number of Employees      1
QTD           30883.82    FWH      28969.05       5624.45   MN SWH     28969.05      2043.61
                   .00    OAS      30883.82       1914.80
                          MED      30883.82        447.82
YTD           30883.82    FWH      28969.05       5624.45   MN SWH     28969.05      2043.61
                   .00    OAS      30883.82       1914.80
                          MED      30883.82        447.82

State Total MN Number of Employees      1 (     1)
QTD           30883.82    FWH      28969.05       5624.45   MN SWH     28969.05      2043.61
                   .00    OAS      30883.82       1914.80
                          MED      30883.82        447.82
YTD           30883.82    FWH      28969.05       5624.45   MN SWH     28969.05      2043.61
                   .00    OAS      30883.82       1914.80
                          MED      30883.82        447.82

Grand Total  Number of Employees      1 (     1)
QTD           30883.82    FWH      28969.05       5624.45   MN SWH     28969.05      2043.61
                   .00    OAS      30883.82       1914.80
                          MED      30883.82        447.82
YTD           30883.82    FWH      28969.05       5624.45   MN SWH     28969.05      2043.61
                   .00    OAS      30883.82       1914.80
                          MED      30883.82        447.82

End of Report
```

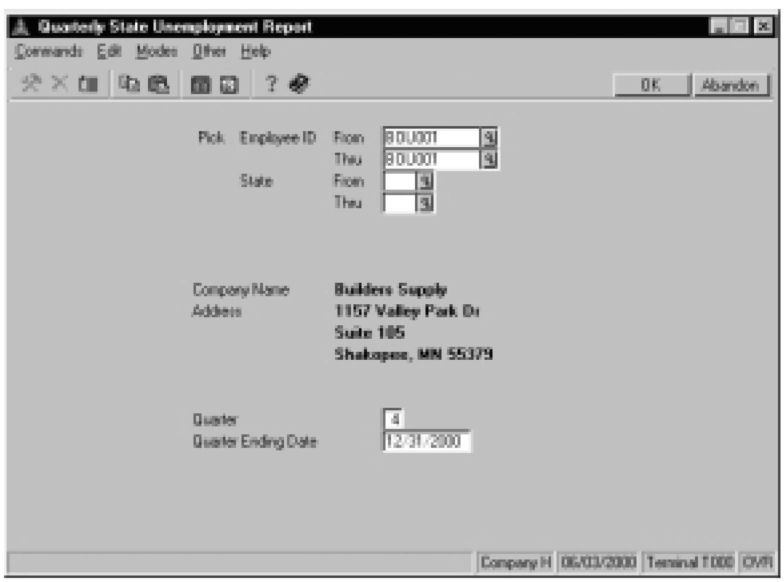
Quarterly State Unemployment Report

The Quarterly State Unemployment Report consists of two parts: a detailed wage report and a worksheet that shows the calculation for the employer's quarterly unemployment contribution. Depending on a state's requirements, you can sort the report by social security number or employee name, and you can choose to exclude employees with zero earnings from the report. These options must be set up in the PAINxxx (Payroll Information) file (page 10-57).

You must use the Set Up State Unemployment Reports option in the Payroll Information function to define this report before you can print it. If a state uses SUI or SDI employee withholding, retrieve that information from the Quarterly Withholding Report.

Quarterly State Unemployment Report Screen

Select **Quarterly State Unemployment Report** from the Periodic Processing system. The function screen appears.



Inquiry

Inquiry

1. Enter the range of employees you want to include in the report.

2. Enter the range of states you want to include in the report. If you enter a range of states, a report is printed for each state.

3. The company name and address and the current quarter are displayed.

4. Enter the quarter number for which you want to print the report.

5. The workstation date is displayed. Press **Enter** to print this date on the report, or enter a different date.

6. If you want the report to include employees with zero earnings, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

7. Select the output device.

A sample Quarterly State Unemployment Report is at the end of this section.

After the report is produced, the Periodic Processing menu appears.

Quarterly State Unemployment Report

```
                   Employer's Quarterly Detailed Wage Report
                             for MN -                                   Page   2 of   2

Builders Supply
6477 City West Parkway                         Federal ID Number:     77-7777777
Eden Prairie, MN 55344                         State ID Number:       AA1234
                                               Quarter Ending:        12/31/2001


Employee Name                Soc Sec No. Wk    Total      Excess      Taxable
                                         Wd  Wages QTD   Wages QTD   Wages QTD

Bourne, Linda C              459-30-1099 13   44278.75    29178.75    15100.00

Gerard, Timothy G            468-22-4819 13   32850.00    17750.00    15100.00

Jenkins, Kathy M             460-39-9093 13   45000.00    29900.00    15100.00

Jonchim, Maria K             468-80-9944 13    3600.00         .00     3600.00

Lukas, George                488-30-1281 13   15000.00         .00    15000.00

Rossini, Lucinda A           460-39-9982 13    2788.03         .00     2788.03

Stockard, Albert W           449-58-4392 13    4529.82         .00     4529.82

Number of employees for this Page:     7
Page Totals:
                                             148046.60    76828.75    71217.85

Total Number of employees this State:   7
State Totals:
                                             148046.60    76828.75    71217.85

08/23/2001                                                               Page  1 of   2
1:43 PM
                                Builders Supply

             Employer's Quarterly Unemployment Contribution Report
                             for MN -



          Quarter Ending Date                               12/31/2001

          Total Gross Wages Paid This Quarter             148,046.60

          State Taxable Wage Limit                         15,100.00

          Total Excess Wages Paid This Quarter             76,828.75

          Total Taxable Wages Paid This Quarter            71,217.85

          Employer's Tax Rate                                   9.100%
```

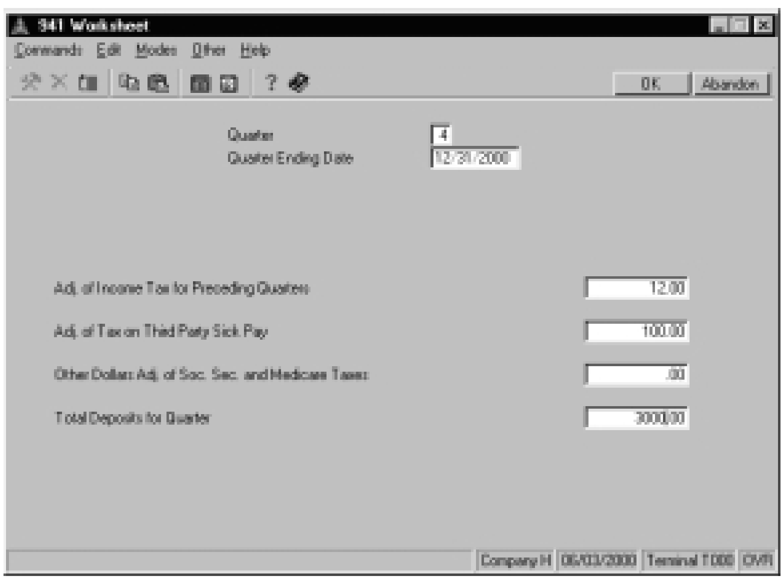
941 Worksheet

The 941 Worksheet contains the information needed to complete federal form 941. Using the PAHCxxx (Check History) and PAHWxxx (Check Withholdings History) files, it also computes the eighth monthly period breakdown.

You cannot file the 941 Worksheet. Use it as a reference while filling out the official government-produced form.

941 Worksheet Screen

Select **941 Worksheet** from the Periodic Processing menu. The function screen appears.



1. Enter the number of the quarter for which you want to print the worksheet.

2. Press **Enter** to use the displayed quarter ending date, or enter the last day of the quarter for which you are producing the worksheet.

3. Enter the adjustment to income tax for preceding quarters of the calendar year.

4. Enter the adjustment to income tax for third-party sick pay for preceding quarters of the calendar year.

5. Enter the adjustment to Social Security and Medicare taxes for preceding quarters of the calendar year.

6. Enter the total deposits for the quarter.

7. Select the output device.

A sample 941 Worksheet is at the end of this section.

After the worksheet is produced, the Periodic Processing menu appears.

Notes on the Worksheet

If the letter *F* is in the right margin, a fractional adjustment has been made for Medicare and Social Security rounding. If the letter *F* is not in the right margin, the fractional amount is included in the amount shown.

941 Worksheet

```
941 REPORT      |                         Employer's Quarterly Federal Tax Return
________________|____________________________________________________________________________________________

                                                                     12/31/2000
                   Builders Supply                                   77-7777777
                   1157 Valley Park Dr
                   Suite 105
                   Shakopee        MN55379
Enter state code
for state in which  ________
deposits made.  .  |________|

If address is
different
from prior
return, check       ____
here.  .  .  .  .  |____|
------------------------------------------------------------------------------------------------------------
If you do not have to file returns in the future, check here ______  and enter date final wages paid    ___________________
If you are a seasonal employer, see Seasonal employers on page 2 and check here (see instructions)      ______
------------------------------------------------------------------------------------------------------------
 1  Number of employees (except household) employed in the pay period that includes March 12th        |
------------------------------------------------------------------------------------------------------------
                                                                                                       |     |
 2  Total wages and tips subject to withholding, plus other compensation.  .  .  .  .  .  .  .  .  .  .  |  2  |     103662.88
 3  Total income tax withheld from wages, tips, and sick pay .  .  .                                   |  3  |      17041.60
 4  Adjustment of withheld income tax for preceding quarters of calendar year .  .  .  .  .  .  .  .  .  |  4  |         12.00
                                                                                                       |     |
 5  Adjusted total of income tax withheld (line 3 as adjusted by line 4--see instructions).  .  .  .   |  5  |      17053.60
 6a Taxable social security wages.  .  .  .  .  .  .  .  .  .  $   106177.65    X   12.40%  (.124)   =  |  6a |      13166.03
  b Taxable social security tips .  .  .  .  .  .  .  .  .  .  $         .00    X   12.40%  (.124)   =  |  6b |           .00
 7  Taxable Medicare wages and tips .  .  .  .  .  .  .  .  .  $   106177.65    X    2.90%  (.029)   =  |  7  |       3079.15
 8  Total social security and Medicare taxes (add lines 6a, 6b, and 7).  Check here if wages          |     |
    are not subject to social security and/or Medicare tax  .  .  .  .  .  .  .  .  .  .  .  .  ______ |  8  |      16245.18
 9  Adjustment of social security and Medicare taxes (see instructions for required explanation)       |     |
    Sick Pay $      100.00  +/- Fractions of Cents $         .00  +/- Other $         .00  =           |  9  |        100.00
10  Adjusted total of social security and Medicare taxes (line 8 as adjusted by line 9---see           |     |
    instructions) .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .         | 10  |      16345.18
                                                                                                       |     |
11  Total taxes (add lines 5 and 10)   .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  | 11  |      33398.78
12  Advance earned income credit (EIC) payments made to employees, if any  .  .  .  .  .  .  .  .  .  .  | 12  |           .00
13  Net Taxes (subtract line 12 from line 11). This should equal line 17, column (d) below (or line     |     |
    D of Schedule B (Form 941))  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  . | 13  |      33398.78
                                                                                                       |     |
14  Total deposits for quarter, including overpayment applied from a prior quarter.  .  .  .  .  .  .  .| 14  |       3000.00
                                                                                                       |     |
15  Balance Due (subtract line 14 from line 13).  Pay to Internal Revenue Service.  .  .  .  .  .  .  .  | 15  |      30398.78
16  Over payment, if line 14 is more than line 13 enter excess here $         .00                                -------------
    and check if to be:  ______ Applied to next return  OR  ______ Refunded.
```

W-2 Forms

You can print W-2 forms after you have processed the payrolls for the year but before you do year-end maintenance. You can also print W-2 Forms from the last-year Payroll files after you perform year-end maintenance.

The forms summarize each employee's wages and taxes withheld during a calendar year. Employees use these forms to fill out local, state, and federal tax returns, and you must send a copy of each employee summary to the tax authorities when you complete the company's tax forms. The information on W-2 forms comes from the PAEDxxx (Employee Deduction History), PAEExxx (Employee Earnings History), PAEMxxx (Employee Miscellaneous History), PAEGxxx (Employee General Information), and PAEWxxx (Employee Withholding History) files.

If you have employees who have worked in several states, the system prints the deferred compensation for each state. You may have to send copies of individual state W-2s to each state when you file your federal income tax return.

The Payroll system does not handle legal representative and 942 employee reporting, third-party sick pay, Medicare for government employees, or golden parachute payments. You must calculate these amounts yourself and enter them in each employee's history record in the Employee History function (page 10-25).

The Payroll system does handle dependent care benefits, 457 Plans, Non-457 Plans, and group term life insurance if you enter the necessary information in the Employee History function.

Before you use this function to produce a diskette, get the guidelines for this procedure from the Social Security Administration (SSA). While Open Systems magnetic media has received general approval from the SSA, *your* company must apply for and receive SSA approval before filing on magnetic media.

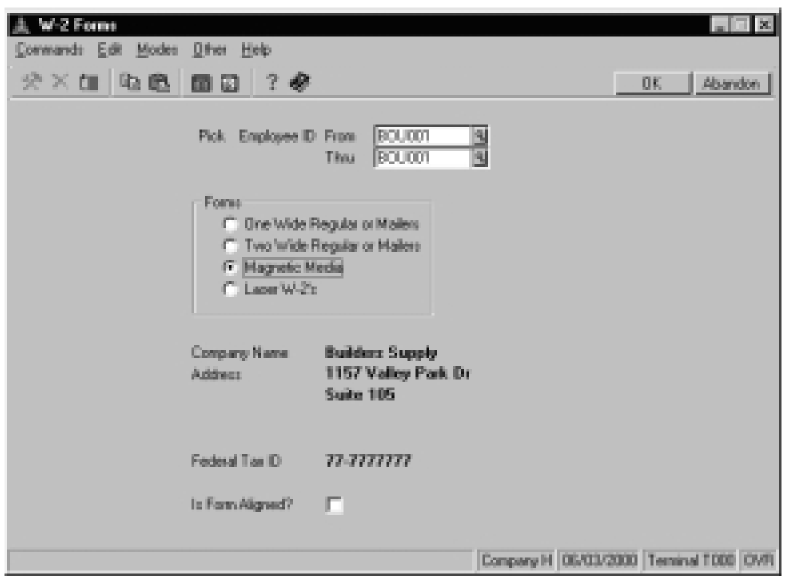
In addition, some states now require companies with more than 250 employees to file W-2 information on magnetic media; contact your state tax authorities for more information. OSAS does not support state magnetic media. However, some states will accept the federal media format. Check with your state for more information.

Before You Produce W-2 Forms

Check the relevant fields—such as statutory employee and allocated tips—in the PAEGxxx (Employee General Information) file (page 10-3) and PAEMxxx (Employee Miscellaneous History) file to make sure that the information is what you want on the W-2 forms.

W-2 Forms Screen

Select **W-2 Forms** from the Periodic Processing menu. The function screen appears.



Inquiry

1. Enter the range of employees for which you want to produce W-2 forms.

2. Select the format for the W-2 forms. If you choose two-wide forms, change the standard printer to 135 columns in Resource Manager. If you choose magnetic media, see **Magnetic Media** below.

The company name, address, and federal tax ID are displayed.

3. Select the output device.

   Selecting the File output device option for the W-2 forms is not the same as the magnetic media reporting function described below.

4. If you selected the Printer output device option, insert the forms into the printer. CONTROL NUMB is printed in the upper left corner of the form. If CONTROL NUMB is not printed inside the Control Number box, adjust the forms and select **No** (or enter **N** in text mode) to print the alignment mark again. Continue this procedure until the mark is printed in the correct place, and then select **Yes** (or enter **Y** in text mode).

W-2 forms are printed two to a page. The first W-2 that is printed should be the first W-2 on the page.

After the forms are produced, the Periodic Processing menu appears.

Magnetic Media

When you select **Magnetic Media** on the W-2 Forms screen, the Create Output File screen appears.

If a work file is already on the diskette, this prompt appears:

An output file already exists. Do you want to start over?

To complete the function, select **No** (or enter **N** in text mode) and skip to **Editing the file** later in this section. To prepare magnetic media from scratch, select **Yes** (or enter **Y** in text mode).

The number of records in the PAEGxxx file and the name of the output file the system uses are displayed.

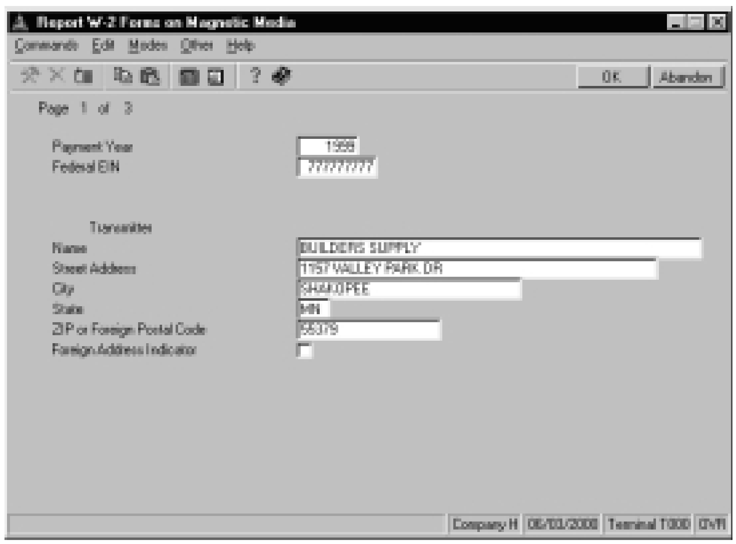
1. Press **Enter** to accept the number of records in the output file. This number is the number of employees as well as additional information such as the header.

2. Press **Enter** if you want your output file in the data directory that is displayed, or enter a different directory name.

When you save your entries, the first magnetic media screen appears.

Report W-2 Forms on Magnetic Media Screen One

The information you enter on this screen is used to create the header records the Internal Revenue Service and the Social Security Administration require. You can change any field.



1. Enter the payment year.

2. Enter the federal employer identification number.

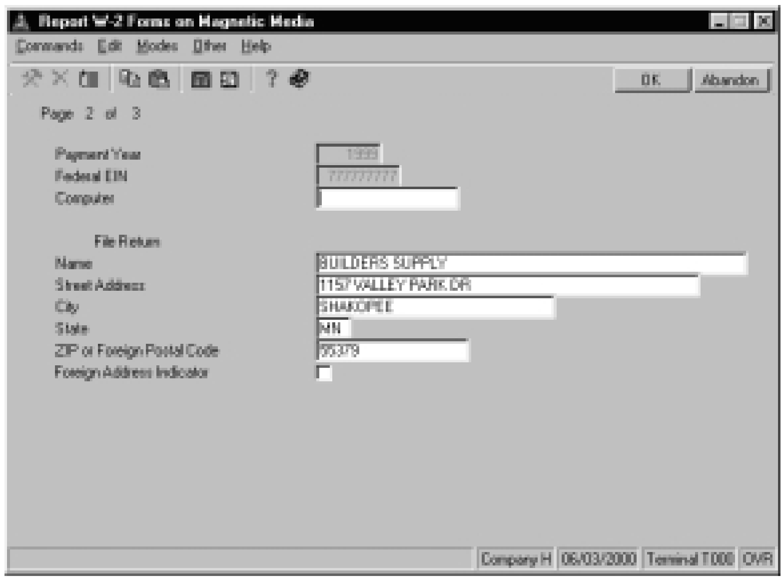
3. Enter the transmitter's name—for example, your company's name.

4. Enter the transmitter's street address, city, state, and zip or postal code.

5. If the address is foreign, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

When you save your entries, the second Report W-2 Forms on Magnetic Media screen appears.

Report W-2 Forms on Magnetic Media Screen Two



The payment year and federal employer identification number are displayed.

1. Enter the name of the manufacturer of the computer you are using to produce W-2s.

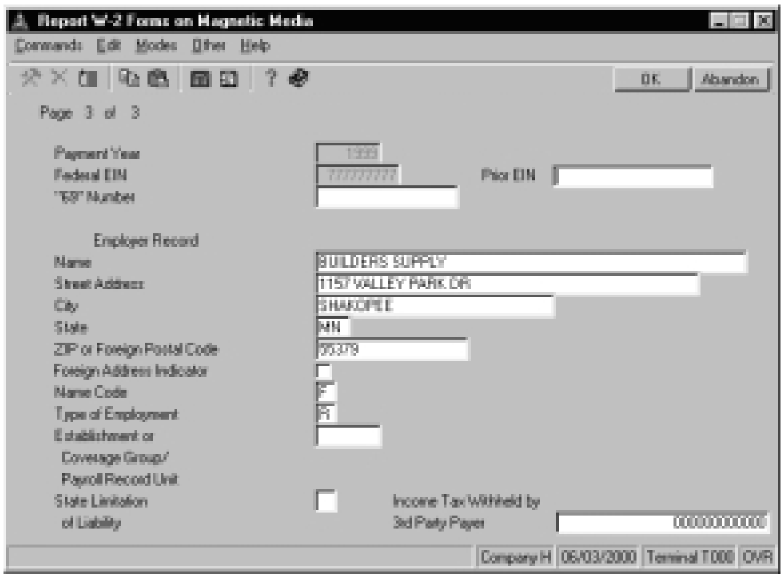
2. Press **Enter** to accept the displayed company name, or enter or change the name of the company to whom the file will be returned—for example, your company's name.

3. Press **Enter** to accept the displayed address, or enter or change the returnee's street address, city, state, and zip or foreign postal code.

4. If the address is foreign, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

When you save your entries, the third magnetic media screen appears.

Report W-2 Forms on Magnetic Media Screen Three



The payment year and federal employer identification number are displayed.

1. If you used a different EIN (employer identification number) on form 941, 942, or 943 submitted for the same payment year, enter the other EIN you used in the Prior EIN field.

2. If the transmitter is not a state or local government, press **Enter** to skip the 69 number. If the transmitter is a state or local government, enter the 69 number assigned by the Social Security Administration.

3. Enter the name of the employer—for example, your company's name.

4. Enter the employer's street address, city, state, and zip or foreign postal code.

5. If the address is foreign, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

6. The name code indicates how employee's names are stored in the PAEGxxx file. Enter **S** if the employee surnames are before the first names, or **F** if the first names are before the last names.

7. Press **Enter** if your employees do not perform any of the types of jobs below, or enter the code for the type of job they perform:

   M Military
   H Household
   A Agriculture
   X Railroad
   F Federal
   Q Medicare Qualified Government Employment (MQGE)
   R Regular (all others)

8. If the company reports under the establishment report plan, enter the appropriate number.

9. If the establishment is a state or local government, follow these instructions to enter the coverage group and the payroll record unit (PRU):

   - If you have neither a coverage group nor a PRU, press **Enter** to skip this field.

   - If you have a PRU but no coverage group, enter **0** and then the PRU.

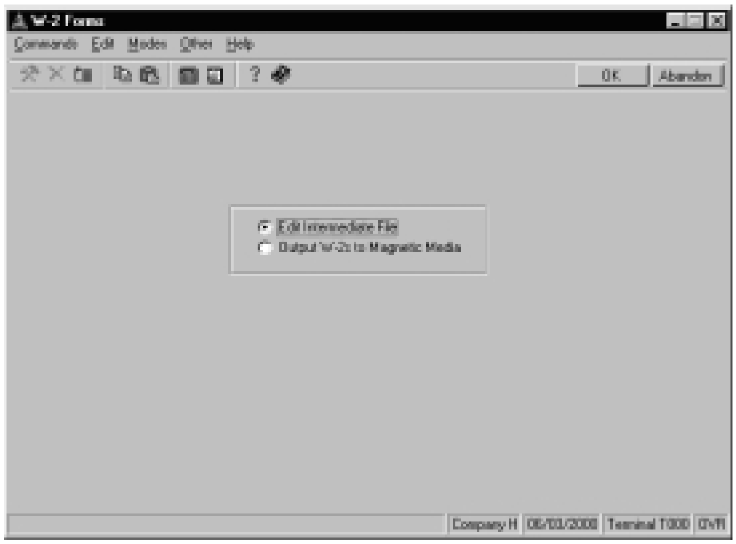
   - If you have both a coverage group and a PRU, enter the coverage group and then the PRU.

10. If the company is not a state or local government, press **Enter** to skip the State Limitation of Liability field. If the company is a state or local government, enter **L** if a state limitation of liability is applicable, or press **Enter** if it is not.

11. Enter the income tax amount, if any, withheld by a third-party payer. Enter the amount in dollar and cents, but *without* a decimal point.

When you save your entries, the Output W-2 Forms to Magnetic Media screen appears.

Output W-2 Forms to Magnetic Media Screen

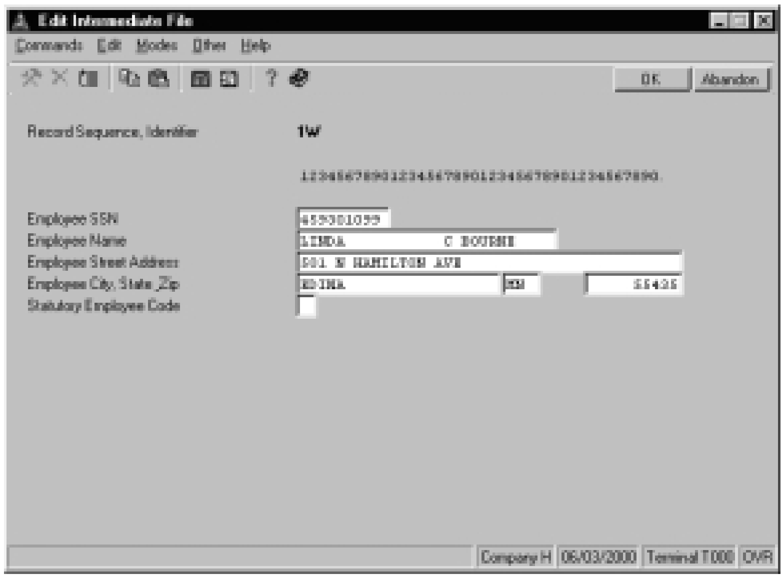


Select the action you want to take next. You can edit any field in any W-2 (see **Editing the File** below), or you can output the W-2s to magnetic media without editing (see **Final Output Screen** below).

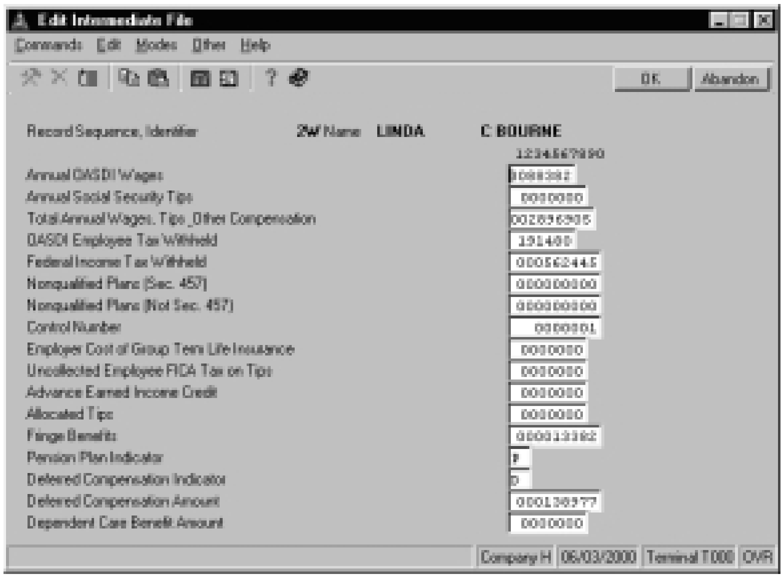
Editing the File

When you elect to edit the intermediate file, a temporary file that has two records for each W-2 is created. The file is organized by employee ID and is copied to the diskette when you send output to magnetic media. You must edit the W-2s in sequence.

The Edit Intermediate File, 1W screen appears.

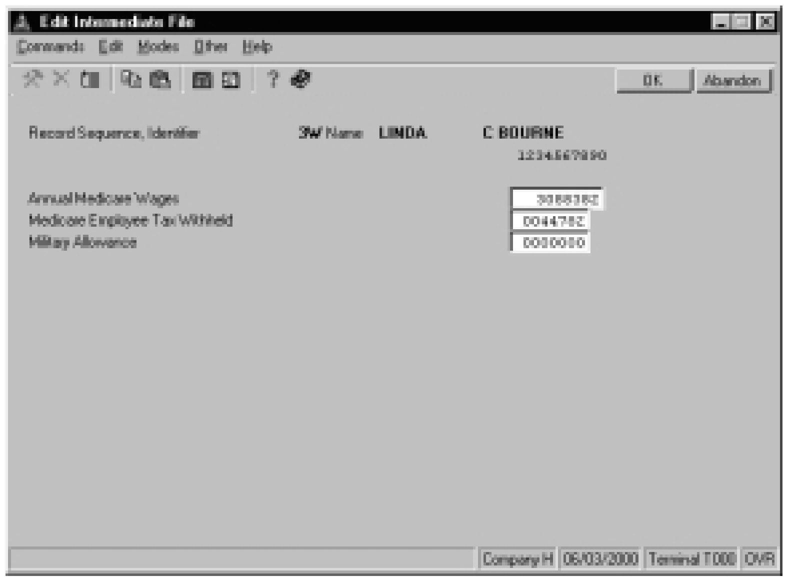


In most circumstances you will not want to edit the 1W record. Instead, use the **Proceed (OK)** command to go the 2W record, which contains all the reportable data for the employee.



The numbers on the 2W screen have an *implied* decimal point. For example, the value in the OASDI Employee Tax Withheld field above is $1914.80. If you edit any of the values on this screen, enter the full amount to the penny—without the decimal point.

When you save your changes, the 3W screen appears.



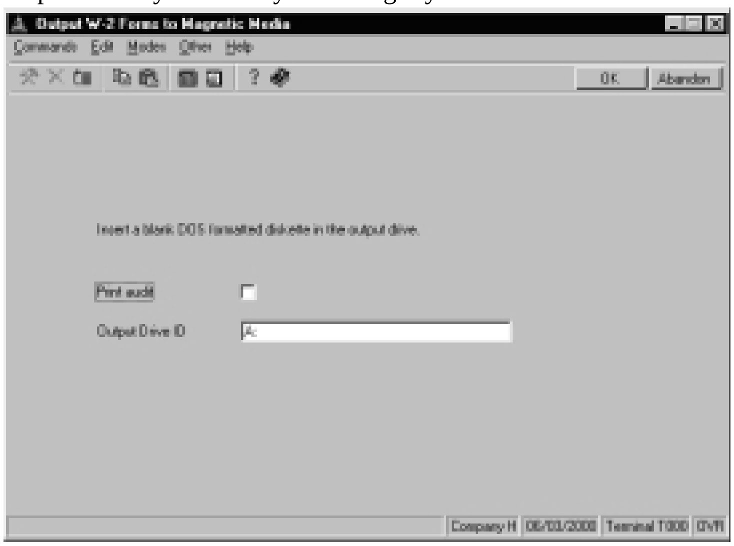
The 3W screen shows the annual Medicare wages and the Medicare employee tax withheld. The numbers on this screen have an implied decimal point.

When you save your changes, the next employee's 1W screen appears. Each employee record appears in sequence; you must go through the entire file and approve all the records to complete the process.

When you have finished editing W-2s, the W-2 Forms screen reappears (see **Output W-2 Forms to Magnetic Media Screen** earlier in this section). From there you can edit the entire file again or proceed with creating the magnetic media.

Final Output Screen

Depending on your operating system (DOS/Windows or UNIX/Linux), the final output screen you see may differ slightly.



1. If you use a DOS- or Windows-based system, insert a blank DOS-formatted diskette in the diskette drive. (The diskette cannot have a label.) Use a 3.5-inch diskette in 1.44M format.

   If you use a UNIX or Linux system, a file named W2REPORT is created in the pathname you specify. Before you submit magnetic media W-2 forms to the government, copy this file to a 1.44M, 3.5-inch DOS diskette. If you do not have a porting utility, contact your authorized reseller.

2. If you want an audit report of the information to be printed as it is written to the diskette, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode). If you elect to print the audit report, make sure that your printer is online.

3. If you use a DOS- or Windows-based system, enter the ID of the drive to which you are writing the W-2 information—for example, **A:**.

If you use a UNIX or Linux system, enter the pathname on the hard disk to which you want to write the W-2 information (the current pathname is the default).

When you save your entries, the creation of the magnetic media begins. When the process is finished, the Periodic Processing menu appears.

Roll Up Leave Balances

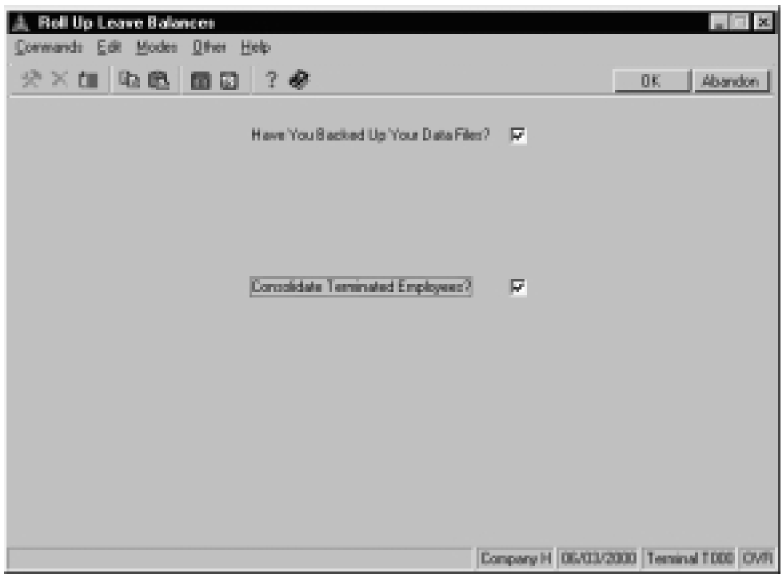
The Roll Up Leaves Balances function combines all leaves taken and accrued into one total, comparing it with the total that has been updated in the PAEGxxx (Employee General Information) file. The beginning vacation and sick balances are kept in the PAHVxxx (Leave Adjustment History) file, along with the detail posted from Post Checks, Void Checks, and Leave Adjustments functions. If the system determines that there is a difference between the hours posted to the PAHVxxx file and the PAEGxxx file, it writes the number from the PAHVxxx file into the PAEGxxx file. An audit log is created.

Note

Back up your data files before you proceed with this function. Print the Sick Leave and Vacation Report, because sick and vacation accruals are cleared by this function.

Roll Up Leave Balances Screen

Select **Roll Up Leave Balances** from the Periodic Processing menu. The function screen appears



1. If you have backed up your data files, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode). If you have not backed up your files, exit to the menu and do so before proceeding.

2. If you want to consolidate terminated employees, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

3. Select the output device.

After leave balances have been rolled up, the Periodic Processing menu appears.

A sample audit log is at the end of this section.

Roll-Up Leave Balances Audit Log

09/14/2001 Builders Supply Page 1
9:18 AM Consolidate Leave Audit Log

		VACATION			SICK			
ID	EMPLOYEE NAME	SUMMARY	DETAIL	DIFFER	SUMMARY	DETAIL	DIFFER	ERROR MESSAGE
BOU001	Bourne, Linda C	128.000	128.000	.000	96.000	96.000	.000	
GER001	Gerard, Timothy G	160.000	160.000	.000	80.000	80.000	.000	
JEN001	Jenkins, Kathy M	80.000	80.000	.000	32.000	32.000	.000	
JON001	Jonchim, Maria K	.000	.000	.000	16.000	16.000	.000	
LUK001	Lukas, George	80.000	80.000	.000	32.000	32.000	.000	
ROS001	Rossini, Lucinda A	40.000	40.000	.000	.000	.000	.000	
		488.000	488.000	.000	256.000	256.000	.000	

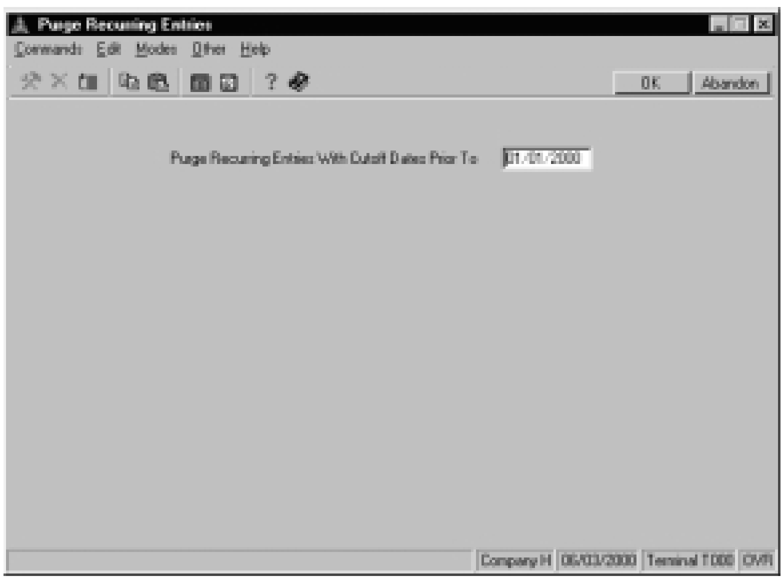
End of Report

Purge Recurring Entries

Use the Purge Recurring Entries function to delete recurring time tickets. When the PARExxx (Recurring Entries) file gets too large, you can use this function to create more room on your system.

Purge Recurring Entries Screen

Select **Purge Recurring Entries** from the Periodic Processing menu. The function screen appears.



Recurring entries with a cutoff date before the date you enter here will be purged.

After the entries are purged, the Periodic Processing menu appears.

Periodic Maintenance

At the end of each calendar quarter, do quarter-end maintenance to prepare for next quarter's data. This procedure clears out the quarter-to-date balances in the PADPxxx (Department) file, deletes history records before the date you specify (if you keep history), and increments the current quarter number in the PACTLxxx table.

At the end of each calendar year, do year-end maintenance to prepare your files for next year's entries. This procedure clears out the quarterly and year-to-date balances in the PAEMxxx (Employee Miscellaneous History) file and the year-to-date information in the PADPxxx file, deletes records of terminated employees from the PAEGxxx (Employee General Information) and PAEMxxx files, and creates these last-year files with the *.LY* extension:

- PACDxxx (Checks Deductions)
- PACExxx (Checks Earning)
- PACHxxx (Checks)
- PACWxxx (Checks Withholdings)
- PADDxxx (Deductions)
- PADExxx (Employee Deductions)
- PADPxxx (Department)
- PADXxxx (Deduction Exclusion)
- PAECxxx (Earning Codes)
- PAEDxxx (Employee Deduction History)
- PAEExxx (Employee Earnings History)
- PAEGxxx (Employee General Information)
- PAEMxxx (Employee Miscellaneous History)
- PAEPxxx (Employee Personnel)
- PAESxxx (Employee Federal/State/Local Withholdings)
- PAETxxx (Earnings Types)
- PAEWxxx (Employee Withholding History)
- PAEXxxx (Employee Exclusion)
- PAINxxx (Payroll Information)
- PALCxxx (Labor Class)
- PATBxxx (Tables)

- PATXxxx (Tax Tables)
- PAWIxxx (Withholdings)
- PAWXxxx (Withholding Exclusion)

The PATB.LY (*LY* represents last-year data) and PATX.LY files are created so that the system can distinguish differences between prior-year and current-year tax percentages.

You cannot use the Periodic Maintenance function if you are working with prior-year files. You must be in quarter 4 of the current year to run year-end maintenance.

Because year-end maintenance automatically does quarter-end maintenance, you do not have to perform both quarter- and year-end maintenance.

Before You Begin

Before you do quarter- or year-end maintenance, produce these reports:

- Earnings and Deduction Report (page 7-3)
- Sick Leave and Vacation Report (page 7-7)
- Quarterly Employer's Tax Report (page 9-15)
- Quarterly Withholding Report (page 9-19)
- Quarterly State Unemployment Report (page 9-23)
- 941 Worksheet (page 9-27)
- Department Report (page 9-3)

If you are deleting history, you should also produce the Transaction History Report (page 7-11) and the Check History Register (page 7-19).

Back up your data files. Then post expenses to General Ledger (page 9-7) and back up your data files again.

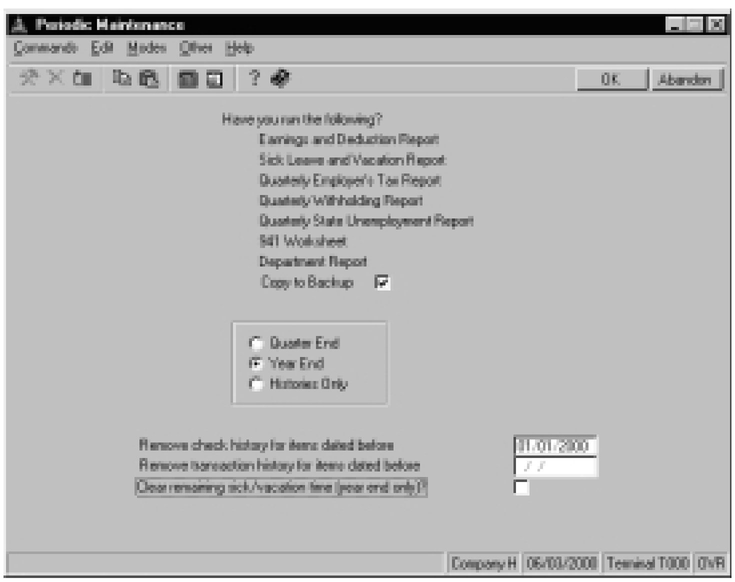
Note

If you delete check history and then print the 941 Worksheet from last year's files, the eighth monthly period breakdown on the 941 Worksheet is incorrect.

Finally, if you have a multiuser system, make sure that no one else is using the Payroll system. You cannot do quarter- and year-end maintenance if someone else is using Payroll functions.

Periodic Maintenance Screen

Select **Periodic Maintenance** from the Periodic Processing menu. The function screen appears.



1. Before you do quarter- or year-end maintenance, print the reports listed on the screen, and back up your data files.

2. Select the kind of maintenance you want to perform. You can perform quarter-end or year-end maintenance, or you can purge history only (which does not close the quarter or year).

3. If you want to delete history because the files are getting too big or because you no longer need the check and transaction history before a particular date, enter the dates for check and transaction history to indicate where the deletion should stop. For example, if you enter 12/31/2001, history before and including that date will be deleted.

   If you do not want to delete history, press **Enter** to leave the date blank.

4. If you want to clear remaining sick and vacation time, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

When you save your entries, the maintenance processing begins. When the procedure is finished, the Periodic Processing menu appears.

Close Last Year

After you have done year-end maintenance and all the processing you need to do with last-year's files (for example, printing W-2s), use the Close Last Year function to delete last year's files.

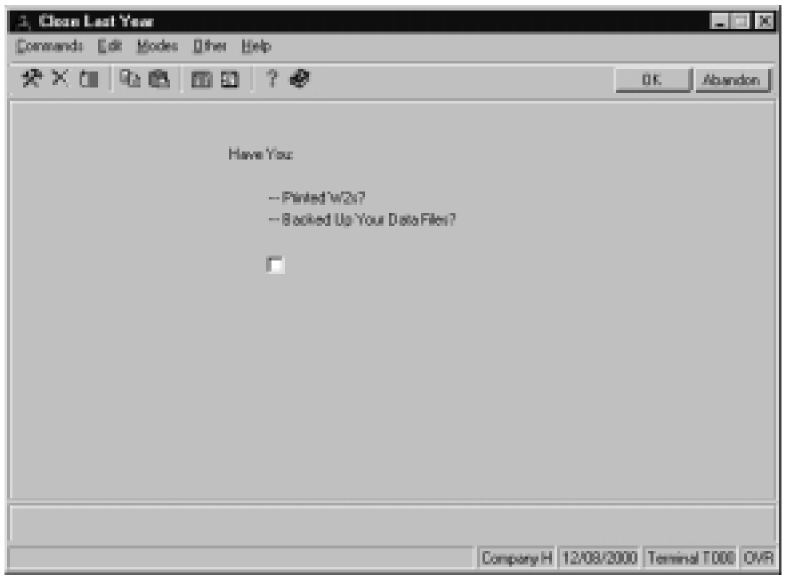
You cannot use the Close Last Year function if you are currently working with prior-year files.

Before You Begin

Before you close last year's files, print W-2s and back up your data files. Once you delete last year's files, you cannot reprint W-2s for that year unless you have a backup copy.

Close Last Year Screen

Select **Close Last Year** from the Periodic Processing menu. The function screen appears.



1. If you have printed W-2s and backed up your data files (see **Before You Begin** above), check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode). If you have not backed up your files, exit to the menu and do so before closing.

When the purge is finished, the Periodic Processing menu appears.

File Maintenance 10

Employee

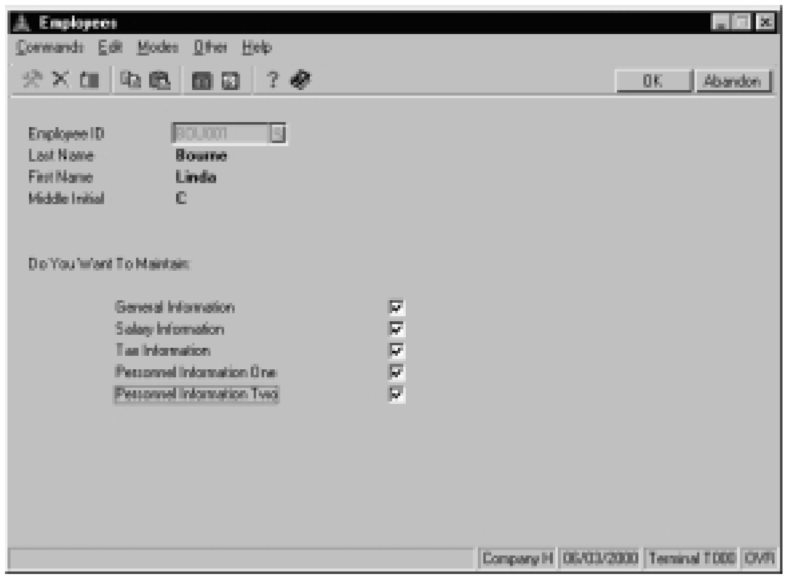
Use the Employees function to add employee records, change descriptive data in employee records that are on file, and delete employee records (only when they have been added in error).

You cannot use the Employees function to change earnings or withholdings figures. You can, however, use the Employee History function (see page 10-25) to change withholding figures. If you edit employee history, a log is printed so that you can maintain an audit trail.

Because you must print W-2 forms and other year-end reports for all employees—including terminated ones—you cannot delete employee records that have amounts in their history files. Instead, terminated employee records are deleted for current-year data when you do year-end maintenance. They are retained in last year's files so that you can produce W-2 forms.

Employees Screen

Select **Employees** from the File Maintenance menu. The selection screen appears.



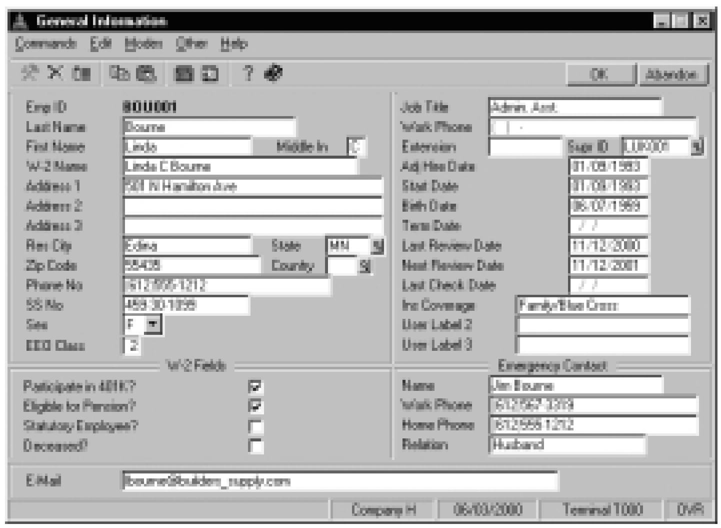
Field	Description
Inquiry Employee ID	Enter the ID of the employee whose record you want to add, change, or delete. If you enter an existing ID, the employee's name appears. If you try to add an employee in the PAEGxxx.LYx (last-year Employee General Information) file, the PAEGxxx (current-year Employee General Information) file is not updated. The following message appears: **Warning: Adding employees in last-year files will not update current-year files.** If you need to add the employee for W-2 reporting, press **Enter** and then enter the employee information.

Field	Description
	To delete an employee record, use the **Delete (F3)** command. Both the employee's record and the employee's history record are deleted. If values greater than zero are in the employee's history record, the following message appears: **You cannot delete an employee with existing history.** Records of terminated employees are automatically deleted from current-year files during year-end processing.
Inquiry Copy From	This field appears only if you are adding an employee record on the Employee General Information screen. You can save time by copying salary and tax information from another employee's record.
Do You Want To Maintain:	If you want to add or change information for the General Information screen, Salary Information screen, Tax Information screen, and Personnel Information screens 1 and 2, check the appropriate boxes (or enter **Y** in text mode); if not, uncheck the appropriate boxes (or enter **N** in text mode).

When you have selected the screens you want, use the **Proceed (OK)** command to go to the first screen you selected.

General Information screen

Use the General Information screen to enter fundamental information about your employees: address, phone number, dates of hire and review, and personal contacts.



Field	Description
Last Name/First Name/ Middle In	Enter the employee's last name, first name, and middle initial.
W-2 Name	Enter the employee's name as it will appear on the W-2 forms that you print.
Address 1/2/3	Enter the employee's street address, city and state of residence.
Res City/State/Zip Code/ Country	Enter the employee's city, state, zip or postal code, and country of residence. The **Inquiry** (**F2**) command is available in the State and Country fields.
Phone No	Enter the employee's home phone number using the mask that is displayed.

Inquiry

Field	Description
SS No	Enter the employee's social security number.
Sex	Enter **M** if the employee is male, or **F** if the employee is female.
EEO Class	Enter the employee's Equal Employment Opportunity classification: **1** White **2** African-American **3** Latino **4** Asian-American or Pacific Islander **5** Native American or Native Alaskan
Participate in 401K?	If the employee is participating in the 401(k) program, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode). This information is used for employee W-2 forms.
Eligible for Pension?	If the employee is eligible for the pension program, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode). This information is used for employee W-2 forms.
Statutory Employee?	If the employee qualifies as a statutory employee, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode). This information is used for employee W-2 forms.
Deceased?	If the employee is deceased, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode). This information is used for employee W-2 forms.
Job Title	Enter the employee's job title.
Work Phone/Extension	Enter the employee's work phone number and extension.
Inquiry Supr ID	Enter the employee ID of this employee's supervisor or manager.

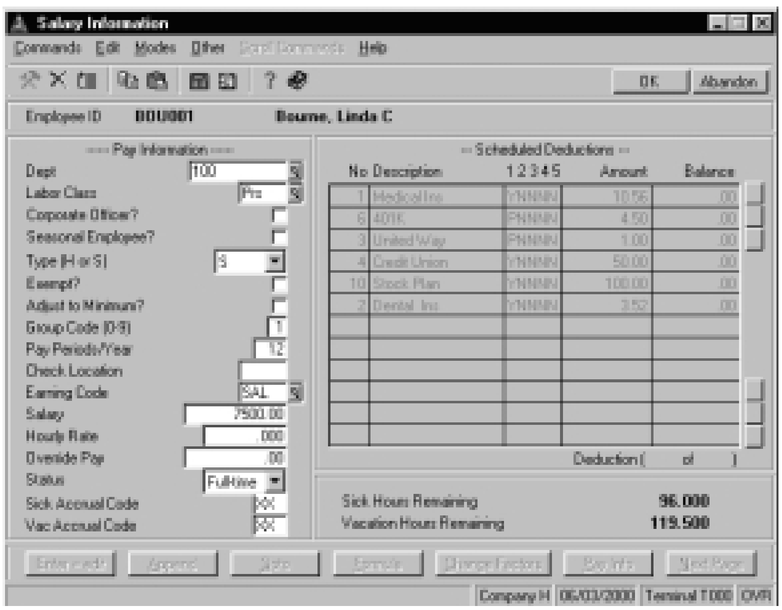
Field	Description
Adj Hire Date	Enter the employee's adjusted hire date, which is the date the employee actually began working for the company (as opposed to when the employee accepted the job). This date is used in personnel reports.
Start Date	Enter the date of employment for the employee. This date is used to calculate sick time and vacation time.
Birth Date	Enter the employee's date of birth.
Term Date	If the employee no longer works for the company, enter the date of the employee's termination. Employee records that contain a termination date are deleted automatically during year-end maintenance.
Last Review Date/ Next Review Date	Enter the dates of the employee's last and next reviews.
Last Check Date	Enter the date of the last check the employee received. This field is updated by the Post Checks function.
User-Defined Labels 1/2/3	Enter information in these user-definable fields, if necessary. You can define the prompts that appear using the USRDFxxx table (see page 10-84).
Name/Work Phone/ Home Phone/Relation	Enter the emergency contact information for the employee: the name of the person who is to be contacted in case of an emergency, the emergency contact's home and work phone numbers, and the contact's relation to the employee.
E-Mail	Enter the employee's e-mail address for reference purposes.

When you save the entries, the next screen you elected to add or change information on appears, or if you selected no other screens to work on, the Employee selection screen reappears.

Salary Information Screen

Use the Salary Information screen to enter and maintain pay information for your employees.

If you copied an employee record, make sure that the information on this screen is correct for each employee.



Pay Information

Inquiry

Field	Description
Dept	Enter the employee's department. If necessary, you can indicate that an employee worked in a different department when you enter payroll transactions.

Inquiry

Maint

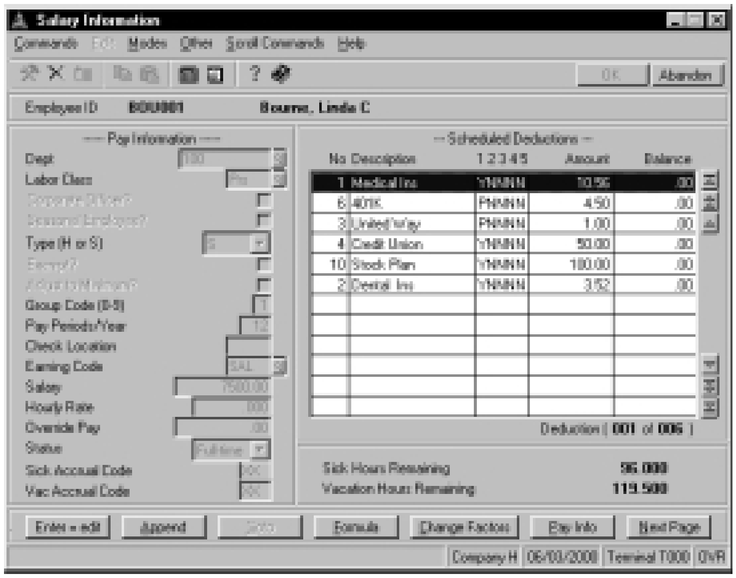
Field	Description
Labor Class	Enter the employee’s labor classification. When you use the **Maintenance (F6)** command, the Labor Classes function is temporarily called up. The labor class you enter here appears in the Class field when you enter a time ticket for the employee.
Corporate Officer?	If the employee is a corporate officer, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).
Seasonal Employee?	If the employee is a seasonal employee, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).
Type (H or S)	Enter **H** if the employee is paid by the hour, or **S** if the employee is paid a salary.
Exempt?	If the employee is salaried, check the box (or enter **Y** in text mode) if the employee is exempt and does not receive overtime pay, or uncheck the box (or enter **N** in text mode) if the employee is nonexempt and should receive overtime pay.
Adjust to Minimum?	If the employee does not receive tips, uncheck the box (or enter **N** in text mode). If the employee receives tips as part of his or her earnings, check the box (or enter **Y** in text mode) so that the wages will be adjusted to bring the employee’s earnings up to minimum wage if the reported tips do not.
Group Code	When you calculate checks, you use the group code to identify the employees you want to pay. Common practice is to use a unique group code for each pay cycle (weekly, biweekly, semimonthly, and so on). Enter the code that identifies the check processing group the employee belongs to.

Field	Description
Pay Periods/Year	Enter the number of times the employee is paid during the year: **1**, **2**, **4**, **12**, **21**, **24**, **26**, **27**, **52** or **53**. This number is used when taxes are calculated during check calculation.
Check Location	Enter the check location for the employee. This information is used as a sort option when you print checks.
Earning Code	Enter the default earning code for the employee. The earning code you enter here appears in the earning code field when you enter a time ticket for the employee. For a salaried employee, this code is used to create the earnings entry when you calculate checks.
Salary	If the employee is paid a salary, enter the salary he or she receives each pay period. You must enter a salary for salaried employees to ensure correct calculations.
Hourly Rate	Enter the employee's hourly pay rate. You can override the rate when you enter time tickets. The hourly rate is used to calculate pay for hourly employees, calculate amounts allocated to other departments for salaried employees, put dollar values on sick and vacation time for salaried employees, allocate labor expense to a job (if Job Cost is interfaced), and calculate overtime amounts for nonexempt salaried employees. If you change a salaried or an hourly employee's pay rate, the following prompt appears: **Pay Rate has changed. Add Change to Pay Change History?** If you select **Yes** (or enter **Y** in text mode), the Pay Rate Change window appears. The date of the change and the old pay rate are displayed. You can enter a reason for the change.

Inquiry
Maint

Field	Description
Override Pay	If a salaried employee is supposed to receive pay other than the usual pay—usually when employees start or terminate within a pay period—enter the amount. When you calculate checks, the amount is calculated in the next run only. After you post checks, this amount is removed from the employee’s record.
Status	Enter **F** if the employee works full time or **P** if the employee works part time.
Sick Accrual Code	Enter the code (from the SICccxxx table) for the accrual rate of sick hours for the employee.
Vac Accrual Code	Enter the code (from the VACccxxx table) for the accrual rate of vacation hours for the employee.
Sick Hours Remaining	This field is updated when you post checks that contain sick pay hours. A negative value indicates sick hours taken; a positive value indicates sick hours accrued. You cannot change this value.
Vacation Hours Remaining	This field is updated when you post checks that contain vacation pay hours. A negative value indicates vacation time taken; a positive value indicates vacation time accrued. You cannot change this value.

Scheduled Deductions



Each employee can have 999 scheduled deductions.

Command Bar

Enter = edit, Append, Goto, Formula, Change factors, Pay Info, Next page

To edit a deduction, move the prompt to the line you want to edit and press **Enter**. To add a scheduled deduction to the employee's record, press **A**. Then see **Editing or Adding a Scheduled Deduction** below.

To go directly to a particular scheduled deduction, press **G** and then enter the deduction ID. (This command appears only if there is more than one screen of items.)

To edit or add a deduction formula, press **F**. The Formula Maintenance screen appears. (For more information about formulas, see page 10-89 and appendix C.)

To edit factors for a deduction, move the prompt to the line you want to edit factors for and press **C**. Then see **Factor Entry** below.

To return to the Pay Information portion of the Salary Information screen, press **P**.

To save your entries for this screen and move to the next screen you selected, press **N**. Each time you append or edit a line of a deduction entry, that entry is saved to the employee record. When you use the **Proceed (OK)** command through the pay information, that information is also saved.

Editing or Adding a Scheduled Deduction

When you press **Enter** to edit a scheduled deduction or **A** to add a scheduled deduction, the fields for the line item become activated.

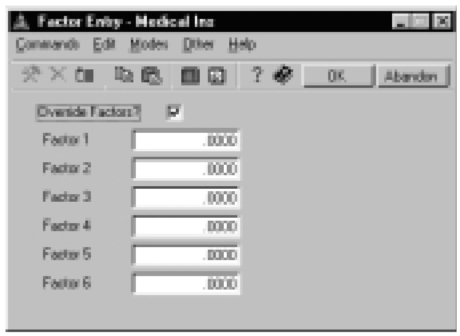
Inquiry

Field	Description
No	Enter the number of the scheduled deduction. You cannot use the same deduction number more than once for an employee. If you want the same deduction taken twice, you must enter a new deduction number.
Description	The description of the deduction is displayed.
12345	Each of the five characters represents a period code. You might use the pay periods to identify the five weekly pay periods in some months or five pay periods in which different combinations of deductions are taken. For each pay period, enter one of these codes: **N** the deduction is not taken in the pay period **Y** the amount you enter is deducted **P** a percentage of the employee's gross pay is deducted **H** a fixed rate per hour worked is deducted **D** the amount is taken against a declining balance **E** the amount is a declining balance by percentage **G** the amount is a declining balance by formula

Field	Description
	(If you enter **H** for a salaried employee, you must enter a time ticket to get the deduction.)
	If you press **Enter**, all pay periods are set to **N**.
Amount	If you entered Y for a pay period, enter the dollar amount that should be deducted.
	If you entered P for a pay period, enter the percentage of the employee's gross pay that should be deducted.
	If you entered H for a pay period, enter the dollar amount per hour that should be deducted.
	If you entered D for a pay period, the amount that is deducted is less than or equal to the balance.
	If you entered E for a pay period, the percentage that is deducted equals an amount less than or equal to the remaining balance.
	If you entered only F as the pay period code for the deduction, leave this field blank. The formula calculates the deduction.
Balance	If you entered D, E, or G for a pay period, enter the maximum amount that can be deducted for the employee. If this amount is deducted for an employee for a fiscal year, this deduction is not taken.

Factor Entry

When you press **C** to change or override the established factors for a scheduled deduction in the Scheduled Deductions portion of the Salary Information screen, the Factor Entry window appears.



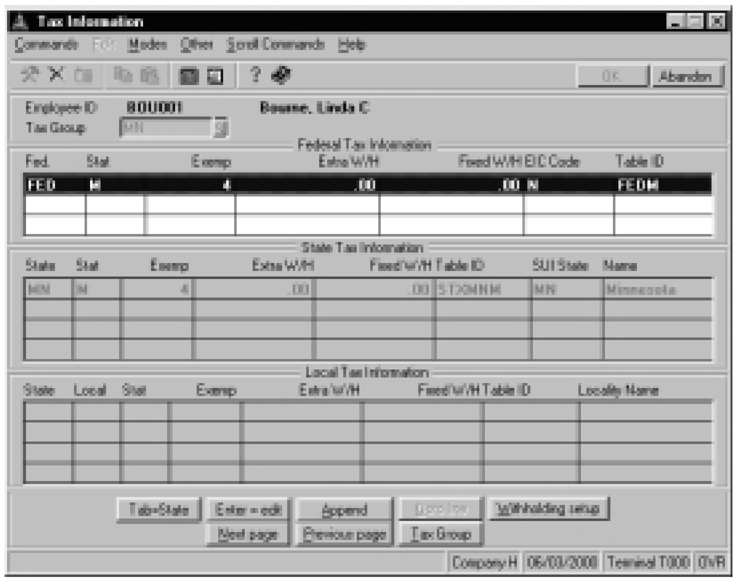
Field	Description
Override Factors?	If you want to override the factors you established for the scheduled deduction, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).
Factor	You can enter six override factors; the factors you enter for the scheduled deduction supersede the factors established in the Formula Maintenance function (see page 10-89). Factors can represent anything from dollars to percents, depending on how they are used in a formula.

When you save the entries, the Scheduled Deduction screen reappears.

Tax Information Screen

Use the Tax Information screen to set up federal, state, and local withholding information for each employee and to edit withholding formulas.

If you copied an employee record, make sure that the information on this screen is correct for each employee.



Field	Description
Tax Group	Enter the ID of the tax group that applies to this employee's earnings. A tax group can combine withholding codes for several states and localities. You can change this tax group if necessary during time ticket and manual check entry.

Command Bar

Tab, **Enter = edit**, **Append**, **Goto line**, **Withholding setup**
Next page, **Previous page**, **Tax group**

To move between the federal, state, and local portions of the Tax Information screen, press the **Tab** key.

To edit a withholding tax, move the prompt to the line you want to edit and press **Enter**. To add a withholding tax to the employee's record, press **A**. Then see **Federal**, **State**, or **Local Tax Information** below.

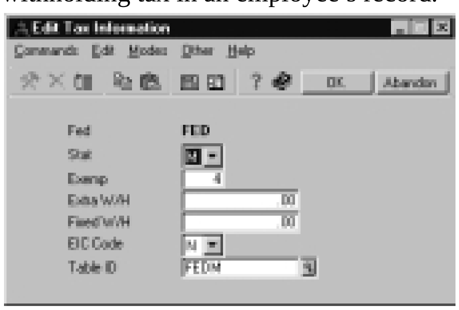
To go directly to a particular withholding tax, press **G** and then enter the line number, or use the **Inquiry** (**F2**) command to select a line number. (This command appears only if there is more than one screen of items.)

To exclude withholding tax or to change factors, press **W**. The possible withholding codes for the employee are displayed; toggle them on or off.

To save your entries and move to the next screen you selected to edit or enter information for, press **N**. To return to the last screen you selected, press **P**. If you edited or appended a withholding tax, that line is saved.

Federal Tax Information

When you press **Enter** or **A** on the command bar, you can edit or append federal withholding tax in an employee's record.

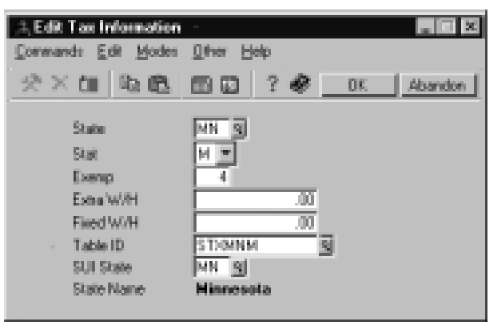


Field	Description
Fed	Enter the ID of the federal withholding tax.
Stat	Enter **M** if the employee is married or **S** if the employee is single.
Exemp	Enter the number of exemptions that are claimed on the employee's W-4 form for federal tax purposes.

Field	Description
	If no federal taxes are withheld for the employee, enter **99**.
Extra WH	If the employee wants money withheld in addition to the regular federal withholding, enter the extra dollar amount that should be withheld.
Fixed WH	You can enter an amount of withholding to deduct instead of the calculated federal taxes.
EIC Code	Enter **N** if the employee did not request EIC payments, **E** if the employee requested EIC payments only for himself or herself, or **B** if both the employee and his or her spouse file for advance EIC payments. (See *Circular E* for details.)
Inquiry Table ID	Select **FEDM** for a married employee or **FEDS** for a single employee. If you do not select the correct table ID, an employee may be taxed incorrectly.

State Tax Information

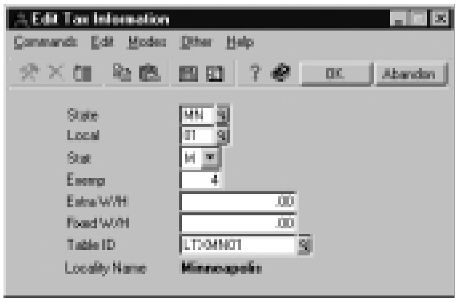
When you press **Enter** or **A** on the command bar, you can edit or append state withholding tax in an employee's record.



	Field	Description
Inquiry	State	Enter the employee's state postal code. The state you enter determines which state tax routines are used when the employee's state withholding is calculated. If the employee works in more than one state, the first state code must be the code for the employee's home state. If you enter the code for a state that is not in the PACO (Codes) file, an invalid entry message appears.
	Stat	For state withholding, enter **S** if the employee is single, **M** if the employee is married, **U** if the employee is an unmarried head of a household, **J** if the employee is married and files jointly, or **B** if the employee is married to a working spouse and they file jointly. Some states do not allow all these codes. Check with the state tax authorities for more information.
	Exempt	Enter the number of exemptions the employee claims for state tax purposes. If no state taxes are withheld for the employee, enter **99**. (Rules for determining the number of exemptions vary from state to state; see the state regulations for information.)
	Extra WH	If the employee wants money withheld in addition to the regular state withholding, enter the extra dollar amount that should be withheld.
	Fixed WH	You can enter an amount of withholding to deduct instead of the calculated state taxes.
Inquiry	Table ID	Enter the STXssm tax table ID used to calculate the withholding tax. If you do not enter a table ID, the system will use the default in the Tax Authority Setup function (see page 11-5 for more information).
Inquiry	SUI State	Enter the state used to accrue the employer's unemployment insurance.
	State Name	The name of the state tax authority is displayed.

Local Tax Information

When you press **Enter** or **A** on the command bar, you can edit or append local withholding tax in an employee’s record.



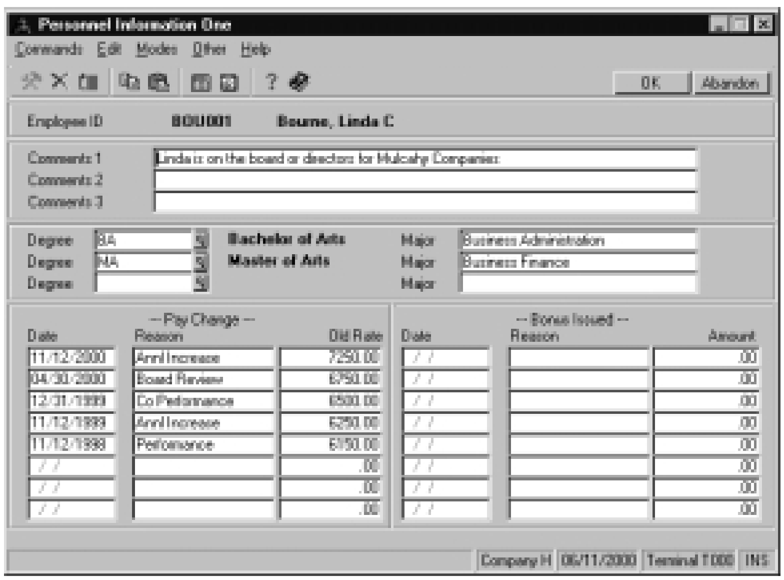
Field	Description
Inquiry State	Enter the employee’s state postal code that corresponds to the local tax ID you want to add.
Inquiry Local	Enter the local tax code. If the employee works in more than one locality, the first local tax code must be the code for the employee’s home locality. If you have not defined a valid local tax record, you cannot enter a local code.
Stat	For local withholding, enter **S** if the employee is single, **M** if the employee is married, **U** if the employee is an unmarried head of a household, **J** if the employee is married and files jointly, or **B** if the employee is married to a working spouse and they file jointly. Some localities do not allow all these codes; others use codes unique to that locality.
Exemp	Enter the number of exemptions the employee claims for local tax purposes. If no local taxes are withheld for the employee, enter **99**.
Extra WH	If the employee wants money withheld in addition to the regular local withholding, enter the extra dollar amount that should be withheld.

Field	Description
Fixed WH	You can enter an amount of withholding to deduct instead of the calculated local taxes.
Table ID	Enter the LTXssllm tax table ID used to calculate the withholding tax. If you do not enter a table ID, the default in the Tax Authority Setup function (see page 11-5) is used.
Locality Name	The name of the local tax authority is displayed.

Inquiry

Personnel Information Screen One

Use the first Personnel Information screen to record and maintain miscellaneous personnel information for each employee.



1. Enter miscellaneous comments about the employee.

Inquiry

2. Enter three degrees for the employee; a description of each degree appears.

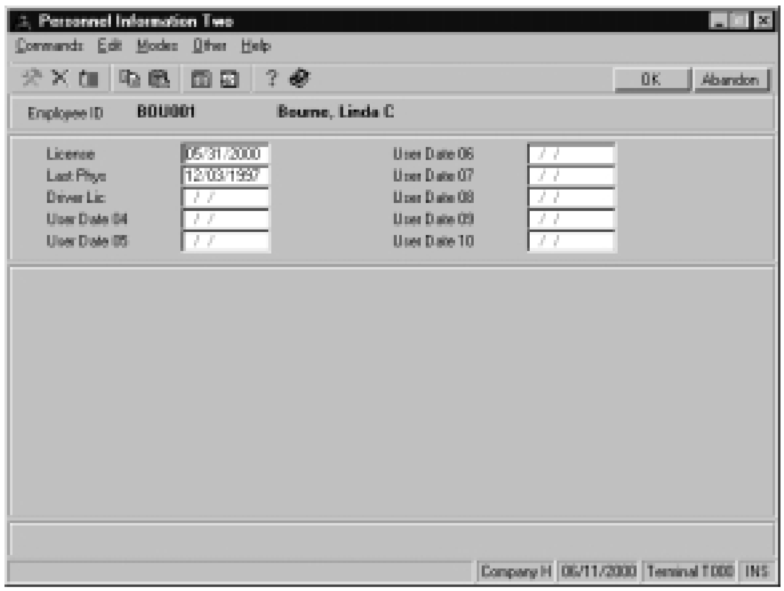
   You set up Degree codes in the Payroll Information function (see page 10-57).

3. Enter the employee's academic major for each degree.
4. Enter the date of 10 pay changes.
5. Enter the reason for the pay changes; the pay rate preceding each pay change is displayed in the Old Rate field.
6. Enter the issue date of 10 pay bonuses.
7. Enter the reason for the pay bonuses; the amount of the bonus is displayed in the Amount field.

When you save your entries, the second Personnel Information screen appears, or if you did not elect to modify the screen, the Employee selection screen appears.

Personnel Information Screen Two

Use the second Personnel Information screen to record and maintain miscellaneous information for each employee. The fields on this screen are user-defined; the field names are taken from the USRDDxxx table (see page 11-83).



When you save your entries, the Employee selection screen reappears. Enter another employee ID to work with, or use the **Exit** (**F7**) command to return to the File Maintenance menu.

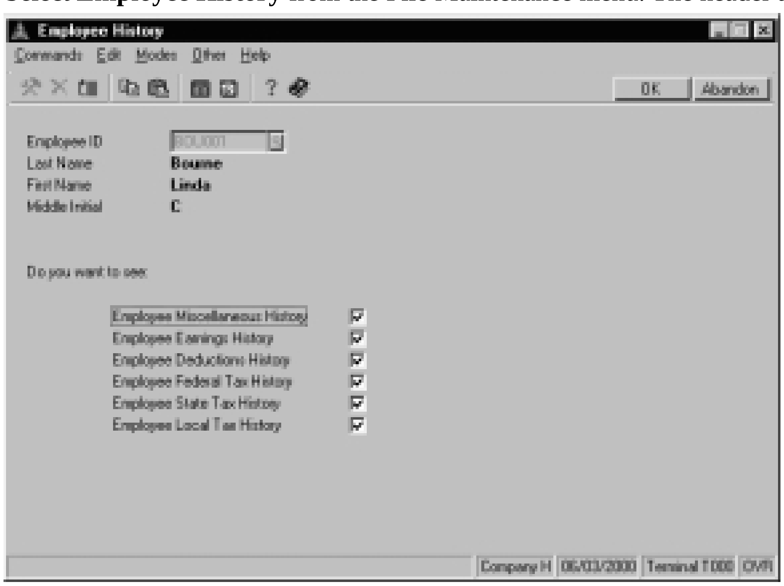
Employee History

Use the Employee History function to enter historical information about employees. The type of information you enter depends on the method you use to set up initial balances (see page 3-22). After your system is set up, use the Employee History function to enter values for fields that are not calculated by the system—Allocated Tips, 100% Use Auto, Cost of GTLI, and so on.

You should not use this function to change earnings or withholding information. Instead, use the Manual Checks function (see page 6-9) to enter adjustments so that you will have an audit trail of the changes.

Employee History Screen

Select **Employee History** from the File Maintenance menu. The header appears.



Inquiry
Maint

1. Enter the ID of the employee whose history you want to work with. If you use the **Maintenance (F6)** command, the Employees function is temporarily called up.

2. Check the associated box (or enter **Y** in text mode) to select the screens you want to work with.

When you have selected the screens you want, use the **Proceed (OK)** command to go to the first screen you selected.

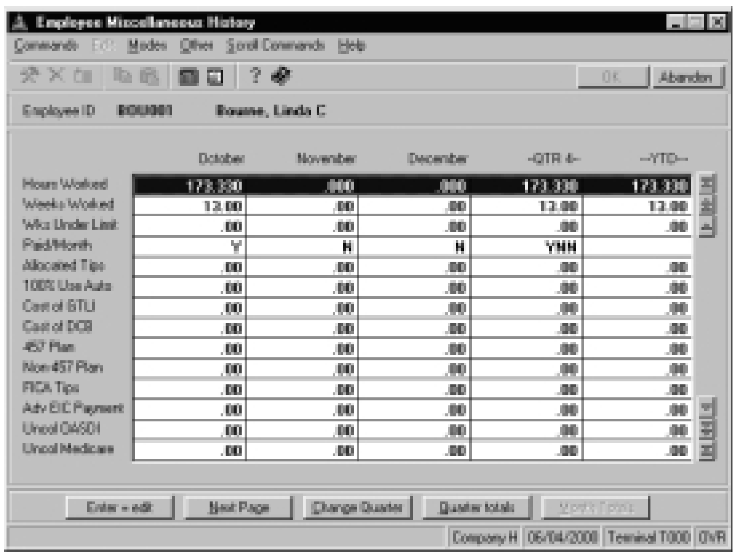
Employee Miscellaneous History Screen

Use the Employee Miscellaneous History screen to enter and maintain various payroll information. You can enter and edit information for three months at a time, and view monthly, quarterly, and year-to-date totals.

The Employee Miscellaneous History screen has two windows: Month Totals and Quarter Totals. Month totals can be edited, while quarter totals are for viewing only.

Month Totals

When you enter the Employee Miscellaneous History screen, the Month Totals window appears.



Command Bar

Enter = edit, Next page, Change quarter, Quarter totals

To edit a line item, press **Enter**. Then see **Editing a Line Item** below.

To save your entries and move to the next screen you selected to work with, press **N**.

To change the quarter that is displayed, press **C**.

To view the quarter totals and year-to-date totals side by side, press **Q**. Then see **Quarter Totals** below.

Editing a Line Item

The Hours Worked, Weeks Worked, Wks Under Limit, and Paid/Month fields are updated when you post checks.

You must enter amounts in the Allocated Tips, 100% Use Auto, Cost of GTLI, Cost of DCB, 457 Plan, Non-457 Plan, FICA Tips, Adv EIC Payment, Uncol OASDI, and Uncol Medicare fields.

The quarter totals and year-to-date totals are updated by the sum of the values you enter for the three months.

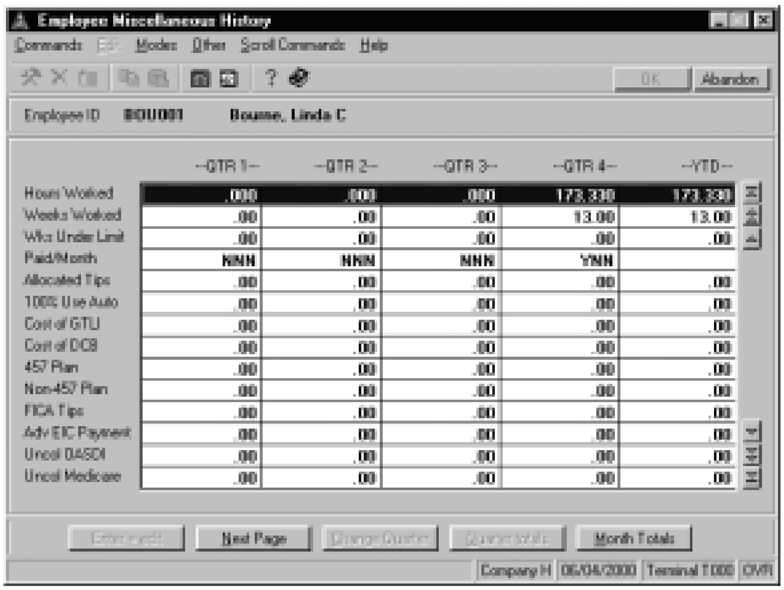
Field	Description
Hours Worked	Enter the total number of hours the employee worked each month. The precision of these fields is defined in Resource Manager (see the *Resource Manager User's Manual).*
Weeks Worked	Enter the number of weeks the employee worked each month. Hourly employees are credited for the full number of weeks in the normal pay period (for example, 1 week for weekly pay periods or 2 weeks for biweekly pay periods) for any pay period they report regular, sick, or vacation time. The system calculates this number by dividing 52 weeks by the number of pay periods in a year (with a maximum of 13 weeks in a quarter). Salaried employees are credited for the number of weeks in the pay period for which a check is cut.
Wks Under Limit	Enter the number of weeks the employee received credit for working but was under the state's minimum number of hours for each month. When you set up the information for each state withholding you entered the minimum number of hours an employee must work to qualify for one week of work. The Weeks Worked fields track the number of weeks the employee was credited for working.

Field	Description
Paid/Month	For each month, check the box (or enter **Y** in text mode) if the employee received a paycheck, or uncheck the box (or **N** in text mode) if the employee did not receive a paycheck.
Allocated Tips	Additional tips are allocated to an employee when reported tips are less than a fixed percentage of house sales. This tip allocation is required by the government to encourage accurate tip reporting. Enter the dollar amount of tips allocated to the employee each month.
100% Use Auto	If the employee drives a company automobile for personal *and* business use, enter the monetary value of the use of the automobile each month. (The value in this field is added to W-2s in the appropriate box. Use the federal tax publication *Circular E, Employer's Tax Guide* for guidelines.)
Cost of GTLI	Enter the cost of group term life insurance attributed to the employee each month. The cost of GTLI is printed on the employee's W-2 and is included in the wages on the W-2, but FICA withholding is not calculated on this amount. (See *Circular E* for more information.)
Cost of DCB	Enter the cost of dependent care benefits provided for the employee each month. The cost of DCB is printed on the employee's W-2 and is included in the wages on the W-2, but FICA withholding is not calculated on this amount.
457 Plan	Enter the nonqualifying 457 Plan amounts that were distributed to the employee each month. The 457 Plan amount is printed on the employee's W-2 and is included in the wages on the W-2, but FICA withholding is not calculated on this amount.

Field	Description
Non-457 Plan	Enter the nonqualifying non-457 Plan amounts that were distributed to the employee each month. The non-457 Plan amount is printed on the employee's W-2 and is included in the wages on the W-2, but FICA withholding is not calculated on this amount.
FICA Tips	Enter the employee's earnings that were subject to FICA withholding each month.
Adv EIC Payment	Enter the amount the employee received in advance EIC payments each month.
Uncol OASDI	Uncollected OASDI is the OASDI withholdings that were not collected from an employee. For example, if an employee receives tips and the OASDI contribution on those tips would reduce the employee's paycheck to a negative value, OASDI is withheld from the check only until the amount is zero. The remainder is stored in these fields. The next time you calculate and print checks, the amount of uncollected OASDI will be deducted from the employee's check. Enter the OASDI withholdings that were not collected from the employee each month.
Uncol Medicare	Uncollected Medicare is the Medicare withholdings that were not collected from an employee. For example, if an employee receives tips and the Medicare contribution on those tips would reduce the employee's paycheck to a negative value, Medicare is withheld from the check only until the amount is zero. The remainder is stored in these fields. The next time you calculate and print checks, the amount of uncollected Medicare will be deducted from the employee's check. Enter the Medicare withholdings that were not collected from the employee each quarter.

Quarter Totals

When you press **Q** in the Month Totals window to view quarter totals, the Quarter Totals window appears.



Command Bar

Next page, Month totals

To move to the next screen you selected to work with, press **N**.

To view the month totals and quarter-to-date totals side by side, press **M**. Then see **Month Totals** above.

The numbers in the Quarter Totals window are for viewing only and reflect quarters rather than months. For a description of the fields in this window, see **Editing a Line Item** above.

Employee Earnings History Screen

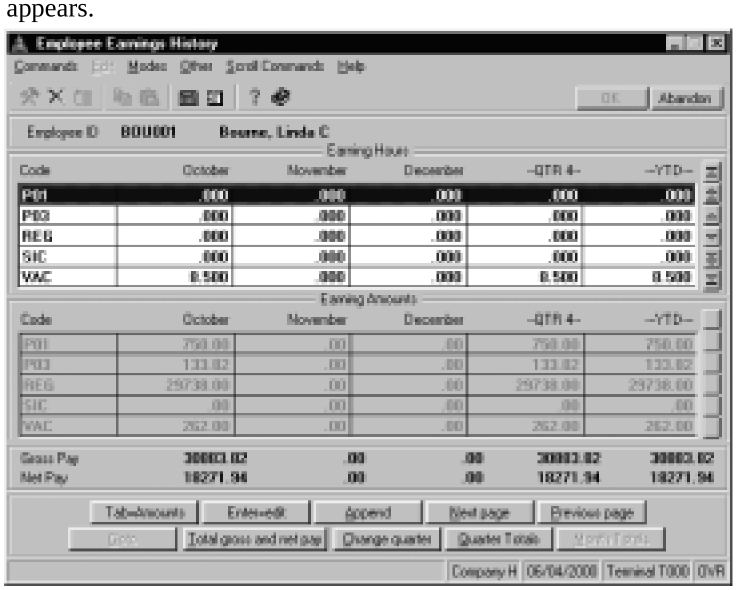
Use the Employee Earnings History screen to add or edit earnings information for your employees.

The Employee Earnings History screen has two windows: Month Totals and Quarter Totals. Month totals can be edited, while quarter totals are for viewing only.

The earnings history information on both screens is updated when you post checks.

Month Totals

When you enter the Employee Earnings History screen, the Month Totals window appears.



Command Bar

Tab = Amounts, Enter = edit, Append, Next page, Previous page
Goto, Total gross and net pay, Delete Line, Change quarter, Quarter totals

To move the prompt between the Earning Hours and Earning Amounts portions of the Month Totals window, press the **Tab** key.

To edit a line item, press **Enter**. To add a line item, press **A**.

Line items in both the Earning Hours and Earning Amounts portions of the screen are identified by earning codes, which are set up in the Earning Codes function (see page 11-9).

When you add or edit earning hours information, you can enter hours for three months. The field masks in the Earning Hours portion of the screen are user-defined; for more information, see the *Resource Manager User's Manual*.

The quarter totals and year-to-date totals are updated by the sum of the values you enter for the three months.

To save your entries and move to the next screen you selected to work with, press **N**. To return to the previous screen you selected, press **P**.

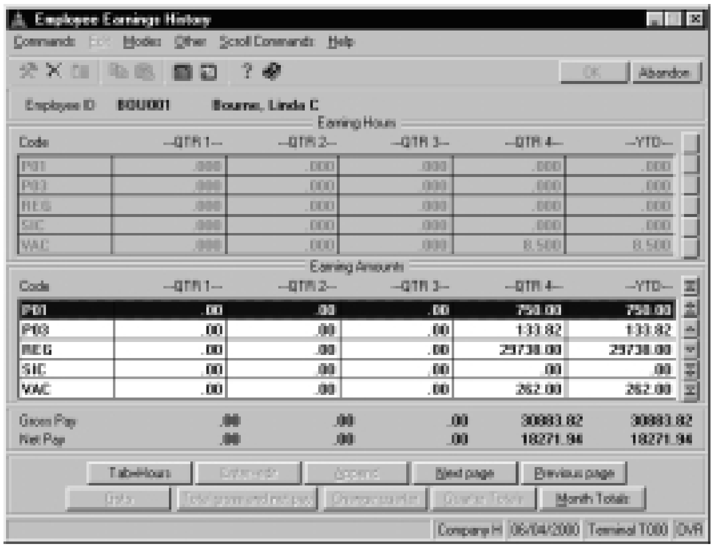
To edit gross and net pay, press **D**.

To change the quarter that is displayed, press **C**.

To view the quarter totals and year-to-date totals side by side, press **Q**. Then see **Quarter Totals** below.

Quarter Totals

When you press **Q** on the Employee Earnings History screen to view quarter totals, the Quarter Totals window appears.



Command Bar

Tab = Amounts, Next page, Previous page, Month totals

To move the prompt between the Earning Hours and Earning Amounts portions of the Quarter Totals window, press the **Tab** key.

To move to the next screen you selected to work with, press **N**. To return to the previous screen you selected, press **P**.

To go to a particular line item, press **G** and then enter the earning code, or use the **Inquiry** (**F2**) command to select the earning code. (This command appears only if there is more than one screen of items.)

To view the month totals and quarter-to-date totals side by side, press **M**. Then see **Month Totals** above.

The numbers in the Quarter Totals window are for viewing only and reflect quarters rather than months.

Employee Deductions History Screen

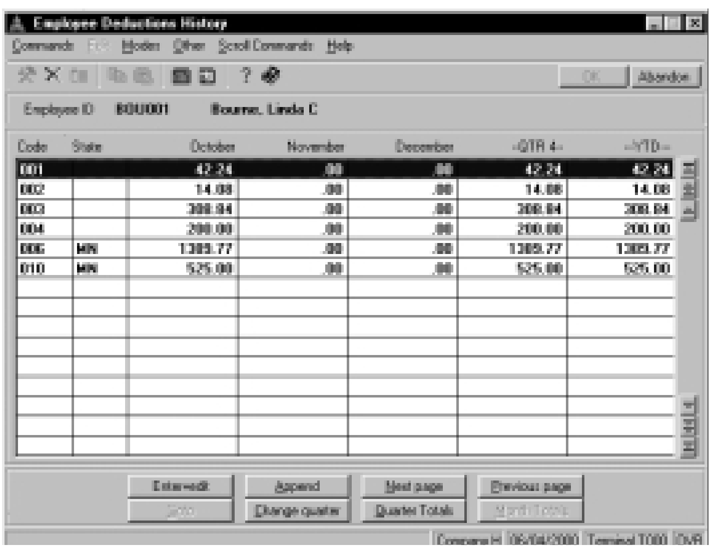
Use the Employee Deductions History screen to add or edit deductions information for your employees.

The Employee Deductions History screen has two windows: Month Totals and Quarter Totals. Month totals can be edited, while quarter totals are for viewing only.

The deduction amounts displayed on both the monthly and quarterly screens are updated when you post checks.

Month Totals

When you enter the Employee Deductions History screen, the Month Totals window appears.



Command Bar

Tab = Amounts, Enter = edit, Append, Next page, Previous page, Total gross and net pay, Delete line, Change quarter, Quarter totals

To edit a line item, press **Enter**. To add a line item, press **A**.

Line items are identified by deductions codes, which are set up in the Deductions function (see page 11-17).

When you add or edit monthly deduction information, you can enter amounts for three months for each deduction. Each field's mask is user- defined.

The quarter totals and year-to-date totals are updated by the sum of the values you enter for the three months.

If the deduction code is excluded from state withholdings (deferred compensation), you must enter the state code. If you leave the State field empty, the system assumes that the withholding is for federal deferred compensation.

To move to the next screen you selected to work with, press **N**. To return to the previous screen you selected, press **P**.

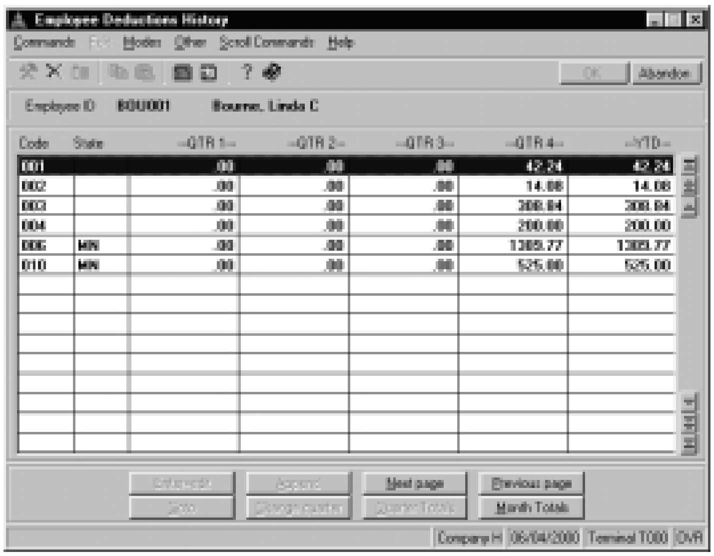
To go to a particular line item, press **G** and then enter the deduction code, or use the **Inquiry** (**F2**) command to select the deduction codes. (This command appears only if there is more than one screen of items.)

To change the quarter that is displayed, press **C**.

To view the quarter totals and year-to-date totals side by side, press **Q**. Then see **Quarter Totals** below.

Quarter Totals

When you press **Q** on the Employee Deductions History screen to view quarter totals, the Quarter Totals window appears.



Command Bar

Next page, Previous page, Goto, Month totals

To move to the next screen you selected to work with, press **N**. To return to the previous screen you selected, press **P**. Changes you make are saved and take effect immediately.

To go to a particular line item, press **G** and then enter the earning code, or use the **Inquiry** (**F2**) command to select the earning code. (This command appears only if there is more than one screen of items.)

To view the month totals and quarter-to-date totals side by side, press **M**. Then see **Month Totals** above.

The numbers in the Quarter Totals window are for viewing only and reflect quarters rather than months.

Employee Federal Tax History Screen

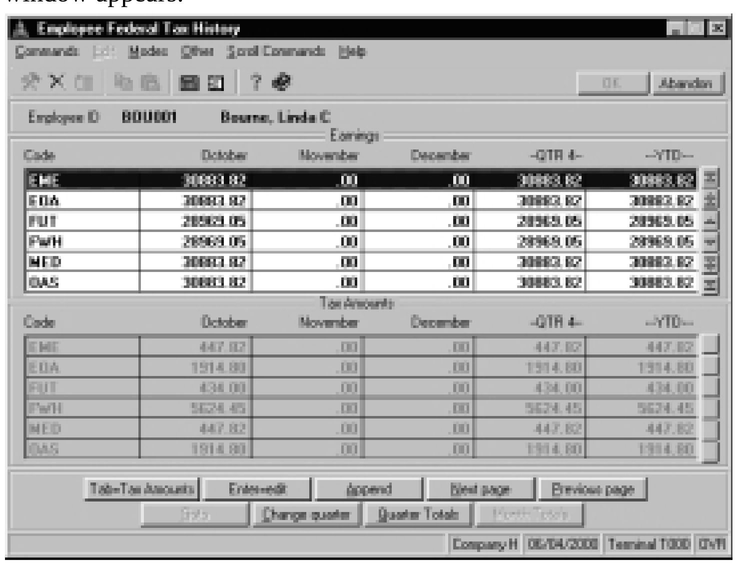
Use the Employee Federal Tax History screen to add or edit federal tax earnings and tax amount information for your employees.

The Employee Federal Tax History screen has two windows: Month Totals and Quarter Totals. Month totals can be edited, while quarter totals are for viewing only.

The federal earnings and tax amounts are updated when you post checks.

Month Totals

When you enter the Employee Federal Tax History screen, the Month Totals window appears.



Command Bar

Tab = Tax, Enter = edit, Append, Next page, Previous page
Goto, Change quarter, Quarter totals

To move the prompt between the Earnings and Tax Amount portions of the Month Totals window, press the **Tab** key.

To edit a line item, press **Enter**. To add a line item, press **A**.

Line items in both the Earnings and Tax Amount portions of the screen are identified by federal tax authority codes, which are set up in the Tax Authority Setup function (see page 11-5).

When you add or edit earnings information, you can enter amounts for three months.

The quarter totals and year-to-date totals are updated by the sum of the values you enter for the three months.

To move to the next screen you selected to work with, press **N**. To return to the previous screen you selected, press **P**. Changes you make are saved and take effect immediately; you do not need to press **N** or **P** to save changes.

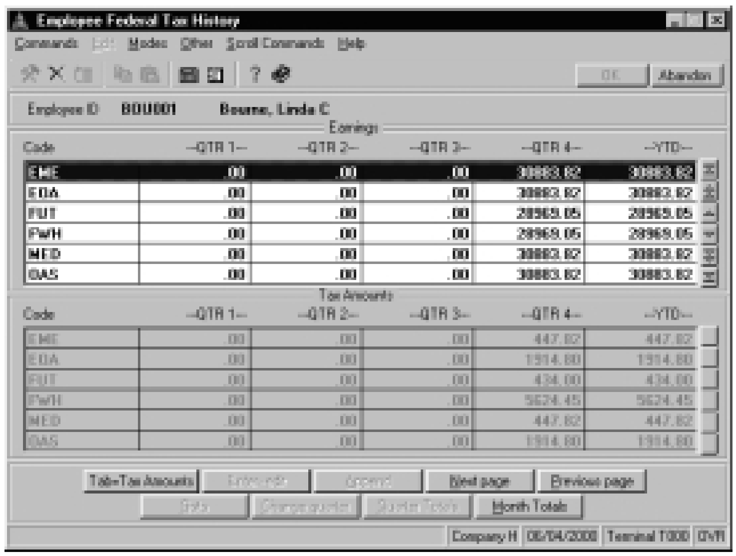
To go to a particular line item, press **G** and then enter the federal tax authority code, or use the **Inquiry** (**F2**) command to select the code. (This command appears only if there is more than one screen of items.)

To change the quarter that is displayed, press **C**.

To view the quarter totals and year-to-date totals side by side, press **Q**. Then see **Quarter Totals** below.

Quarter Totals

When you press **Q** on the Employee Federal Tax History screen to view quarter totals, the Quarter Totals window appears.



Command Bar

Tab = Tax Amount, Next page, Previous page, Goto, Month totals

To move the prompt between the Earnings and Tax Amount portions of the Quarter Totals window, press the **Tab** key.

To move to the next screen you selected to work with, press **N**. To return to the previous screen you selected, press **P**.

To go to a particular line item, press **G** and then enter the federal tax authority code, or use the **Inquiry** (**F2**) command to select the code. (This command appears only if there is more than one screen of items.)

To view the month totals and quarter-to-date totals side by side, press **M**. Then see **Month Totals** above.

The numbers in the Quarter Totals window are for viewing only and reflect quarters rather than months.

Employee State Tax History Screen

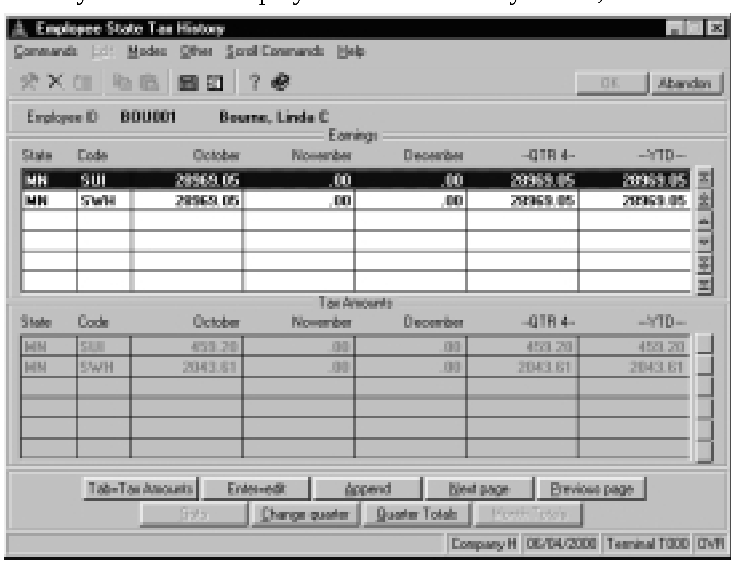
Use the Employee State Tax History screen to add or edit state tax earnings and contributions information for your employees.

The Employee State Tax History screen has two windows: Month Totals and Quarter Totals. Month totals can be edited, while quarter totals are for viewing only.

The state earnings and tax amounts are updated when you post checks.

Month Totals

When you enter the Employee State Tax History screen, this window appears.



Command Bar

Tab = Tax Amount, Enter = edit, Append, Next page, Previous page Goto, Change quarter, Quarter totals

To move the prompt between the Earnings and Tax Amount portions of the Month Totals window, press the **Tab** key.

To edit a line item, press **Enter**. To add a line item, press **A**.

Line items in both the Earnings and Tax Amount portions of the screen are identified by state and state tax authority codes. State tax authority codes are set up in the Tax Authority Setup function.

When you add or edit earnings information, you can enter amounts for three months; each field's mask is user-defined. When you add or edit tax amount information, you can enter amounts for three months; each field's mask is user-defined.

Once you enter a state line, you cannot change the state code that withholding is for. If you need to enter a different state, press **A**.

The quarter totals and year-to-date totals are updated by the sum of the values you enter for the three months.

To move to the next screen you selected to work with, press **N**. To return to the previous screen you selected, press **P**. Changes you make are saved and take effect immediately; you do not need to press **N** or **P** to save changes.

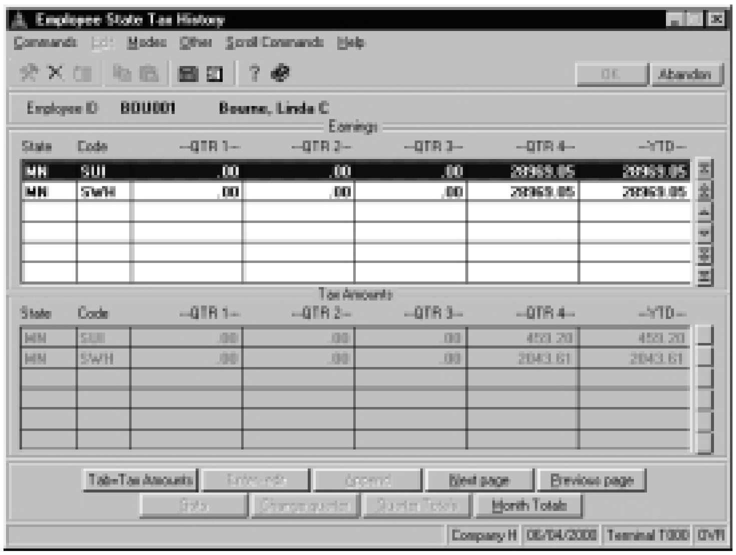
To go to a particular line item, press **G** and then enter the state tax authority code, or use the **Inquiry** (**F2**) command to select the code. (This command appears only if there is more than one screen of items.)

To change the quarter that is displayed, press **C**.

To view the quarter totals and year-to-date totals side by side, press **Q**. Then see **Quarter Totals** below.

Quarter Totals

When you press **Q** on the Employee State Tax History screen to view quarter totals, the Quarter Totals window appears.



Command Bar

Tab, Next page, Previous page, Goto, Month totals

To move the prompt between the Earnings and Tax Amount portions of the Quarter Totals window, press the **Tab** key.

To move to the next screen you selected to work with, press **N**. To return to the previous screen you selected, press **P**. Changes you make are saved and take effect immediately.

To go to a particular line item, press **G** and then enter the state tax authority code, or use the **Inquiry** (**F2**) command to select the code. (This command appears only if there is more than one screen of items.)

To view the month totals and quarter-to-date totals side by side, press **M**. Then see **Month Totals** above.

The numbers in the Quarter Totals window are for viewing only and reflect quarters rather than months.

Employee Local Tax History Screen

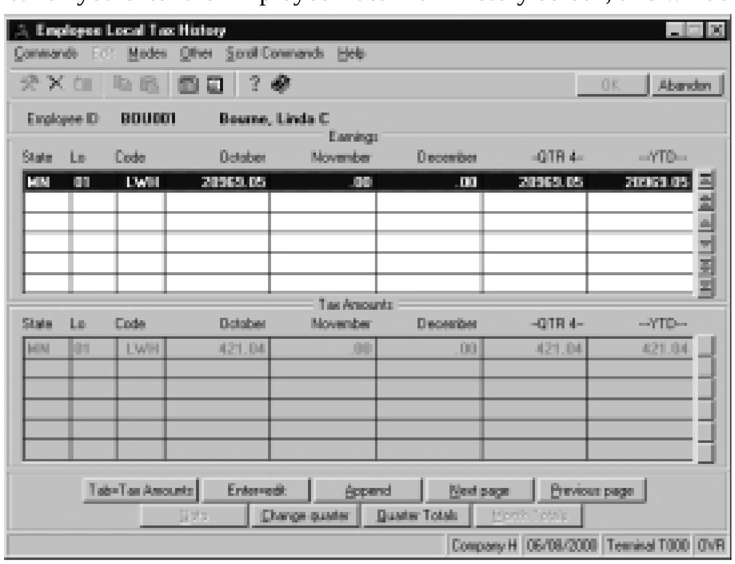
Use the Employee Local Tax History screen to add or edit local tax earnings and contributions information for your employees.

The Employee Local Tax History screen has two windows: Month Totals and Quarter Totals. Month totals can be edited, while quarter totals are for viewing only.

The local earnings and tax amounts are updated when you post checks.

Month Totals

When you enter the Employee Local Tax History screen, this window appears.



Command Bar

Tab = Tax Amount, Enter = edit, Append, Next page, Previous page Goto, Change quarter, Quarter totals

To move the prompt between the Earnings and Tax Amount portions of the Month Totals window, press the **Tab** key.

To edit a line item, press **Enter**. To add a line item, press **A**. Once you enter a state and locality, you cannot change the state code that withholding is for. If you need to enter a different state and locality, press **A**.

Line items in both the Earnings and Tax Amount portions of the screen are identified by state, locality, and local tax authority codes. Local tax authority codes are set up in the Tax Authority Setup function.

When you add or edit earnings information, you can enter amounts for three months; each field's mask is user-defined. When you add or edit earnings information, you can enter amounts for three months; each field's mask is user-defined.

The quarter totals and year-to-date totals are updated by the sum of the values you enter for the three months.

To return to the Employee History screen, press **N**. To return to the previous screen you selected, press **P**. Any changes you make are saved and take effect immediately; you do not need to press **N** or **P** to save changes.

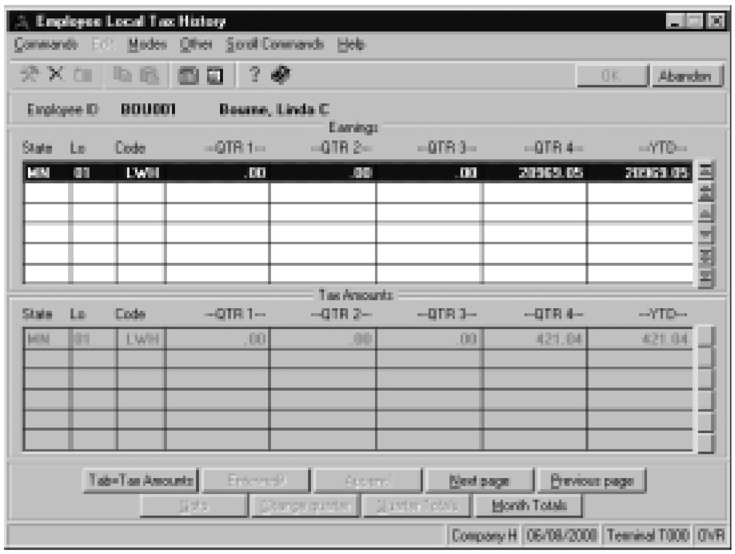
To go to a particular line item, press **G** and then enter the local tax authority code, or use the **Inquiry** (**F2**) command to select the code. (This command appears only if there is more than one screen of items.)

To change the quarter that is displayed, press **C**.

To view the quarter totals and year-to-date totals side by side, press **Q**. Then see **Quarter Totals** below.

Quarter Totals

When you press **Q** in the Employee Local Tax History screen to view quarter totals, the Quarter Totals window appears.



Command Bar

Tab, Next page, Previous page, Goto, Month totals

To move the prompt between the Earnings and Tax Amount portions of the Quarter Totals window, press the **Tab** key.

To return to the Employee History screen, press **N**. To return to the previous screen you selected, press **P**. Any changes you make are saved and take effect immediately; you do not need to press **N** or **P** to save changes.

To go to a particular line item, press **G** and then enter the local tax authority code, or use the **Inquiry** (**F2**) command to select the code. (This command appears only if there is more than one screen of items.)

To view the month totals and quarter-to-date totals side by side, press **M**. Then see **Month totals** above.

The numbers in the Quarter Totals window are for viewing only and reflect quarters rather than months.

Audit Log

The preferred way to change a field on a history screen is to enter a payroll transaction or a manual check, and then post the item. If you manually change a history field and then exit from the screen, the following message appears: **An Employee Maintenance Audit Log exists. You must print it or send it to a file before you leave this function.**

Select the output device.

A sample Employee History Audit Log is at the end of this section.

After the log is produced, the File Maintenance menu appears.

Employee History Audit Log

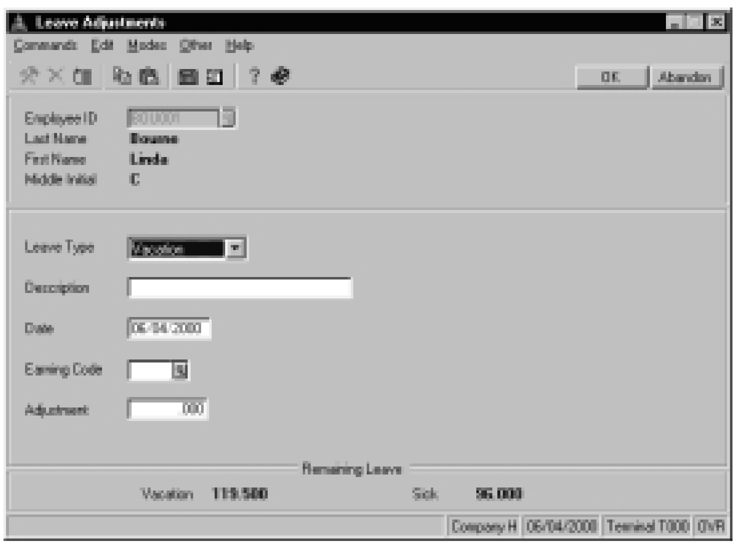
```
08/26/2001                                    Builders Supply                                   Page    1
10:17 AM                                  Employee History - Audit Log


Employee BOU001

October Weeks Worked was changed from  4.34 to  2.34

End of Report
```

Leave Adjustments

Use the Leave Adjustments function to make positive and negative adjustments to an employee's sick and vacation pay. Any changes you make here will update the PAHVxxx (Payroll Leave Adjustment History) file.

Leave Adjustments screen

Select **Leave Adjustments** from the File Maintenance menu. The function screen appears.



Inquiry

1. Enter the ID of the employee. The employee's name appears.

2. Enter the leave type you want to adjust: sick or vacation.

3. Enter a description for the adjustment. For example, you may want a reason for the adjustment in the file.

4. Enter the date you make the adjustment.

Inquiry

5. Enter an earning code with an earning type of **V** for vacation or **S** for sick.
6. Enter the amount of the adjustment, using a “+” sign to add hours and a “-” sign to subtract hours.

When you save the adjustment, the cursor returns to the Earning Code field. Enter another earning code, or exit to the File Maintenance menu.

Departments

Use the Departments function to add department and division records during installation and when new departments are created, change descriptive data about departments and divisions that are in the file, track pieces and hours worked, and delete department and division records you no longer use. Department information is stored in the PADPxxx (Department) file.

Along with transactions, manual or calculated checks also affect department records. Do not use the Departments function to change the dollar amounts in a department record. Instead, use the Payroll Transactions function or the Manual Checks function to make adjustments so that you have an audit trail of the changes.

Department Records

Department records store expenses posted from time tickets, salaries, vacation and sick pay, FICA expense, SUI and FUTA accruals and other pay. Department records also store employer withholdings and deductions calculated by the system. This information updates expense accounts in General Ledger when you run the Post Expense to GL function (see page 9-7).

Time tickets update the department in which the employee worked. Employer withholdings and deductions are updated in either the home department or the department in which the employee worked, depending on which option you selected in the Resource Manager Options and Interfaces function.

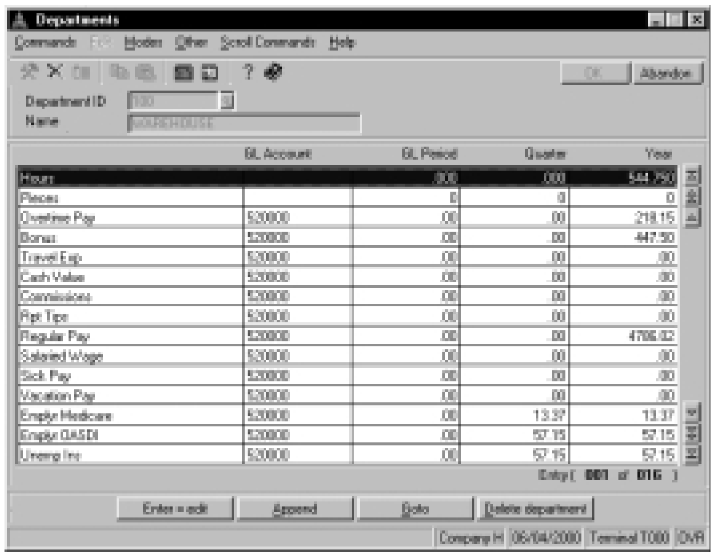
Divisions

Divisions are used to group some departments together for the purpose of analysis and reporting. For example, division records summarize groups of departments in the Department Report (see page 9-3).

If you use divisions, each department ID must begin with the two-character division ID. For example, if the ID of the sales division is SA, departments in the sales division could be identified as SA001 or SACITY.

Departments Screen

Select **Departments** from the File Maintenance menu. The function screen appears.



	Field	Description
Inquiry	Department ID	Enter the ID of the department or division whose record you want to add or change. If you use divisions, each department ID must begin with the two-character division ID. To delete a department or division record, enter the ID of the department or division and then use the **Delete (F3)** command. You cannot delete department records that have amounts in the GL Period column. If you try to delete a department record that has balances, an error message appears.
Inquiry	Copy From	This field appears if you entered an ID in the previous field that is not on file. Enter the ID of the department or division record you want to copy, or press **Enter** to skip this field.

Field	Description
Name	Enter a department or division name. If you enter a division name, approve the entry. Then enter the ID of another department or division you want to work with, or exit to the File Maintenance menu.

Use the **Proceed (OK)** command to move from the header region of the screen to the Line Item Scroll Region.

Line Item Scroll Region

General Ledger period-to-date balances are amounts accumulated since the last time you posted expenses to General Ledger. Quarter- and year-to-date balances are amounts accumulated since the last time you did quarter- and year-end maintenance.

The mask for these fields is defined in Resource Manager; for more information, see the *Resource Manager User's Manual.*

The GL Period, Quarter, and Year fields accumulate numbers posted to the department from time tickets.

Command Bar

Enter = Edit, Append, Goto, Delete department

To edit a line item, press **Enter**. Then see **Editing a Line Item** below.

To add a line item, press **A**. Then see **Appending a Line Item** below.

To go to a particular line item, press **G** and then enter the line item number, or use the **Inquiry** (**F2**) command to select the line item number. (This command appears only if there is more than one screen of items.)

To delete a department, press **D**. You cannot delete a department or an account in a department if it has a general ledger balance.

Editing a Line Item

When you press **Enter** on the command bar to edit a line item, the line item is activated.

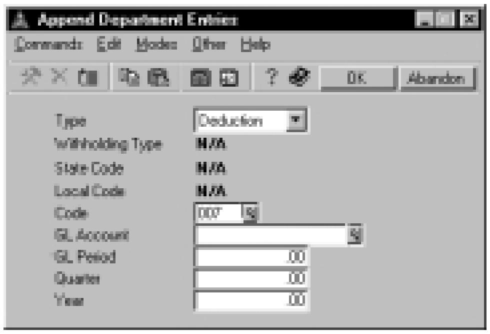
Inquiry
Maint

Field	Description
GL Account	Enter the general ledger account number associated with this line item. The **Maintenance** (**F6**) and **Inquiry (F2)** commands are available if Payroll is interfaced with General Ledger.
GL Period	Enter the amount accumulated since you posted expenses to General Ledger.
Quarter	Enter the quarter-to-date amount for the line item.
Year	Enter the year-to-date amount for the line item.

Your changes are saved as you enter them. Use the **Abandon (F5)** command to return to the Department ID field, or the **Exit** (**F7**) command to return to the File Maintenance menu.

Appending a Line Item

When you press **A** on the command bar, a window appears.



	Field	Description
	Type	Enter **D** if the line item is a deduction, **E** if the line item is an earning, or **W** if the line item is a withholding.
	Withholding Type	This field is active only if you entered W in the Type field. Enter **F** if the withholding type is federal, **S** if the withholding type is state, or **L** if the withholding type is local.
Inquiry	State Code	This field is active only if you entered W in the Type field and S or L in the Withholding Type field. Enter the state tax authority ID for the line item.
Inquiry	Local Code	This field is active only if you entered W in the Type field and L in the Withholding Type field. Enter the local tax authority ID for the line item.
Inquiry	Code	If you entered D in the Type field, enter the deduction code for the line item. If you entered E in the Type field, enter the earning code for the line item.

	Field	Description
		If you entered W in the Type field, enter the withholding code for the line item.
Inquiry Maint	GL Account	Enter the general ledger account number associated with the line item. The **Maintenance** (**F6**) and **Inquiry (F2)** commands are available if Payroll is interfaced with General Ledger.
	GL Period	Enter the amount accumulated since you posted expenses to General Ledger.
	Quarter	Enter the quarter-to-date amount for the line item.
	Year	Enter the year-to-date amount for the line item.

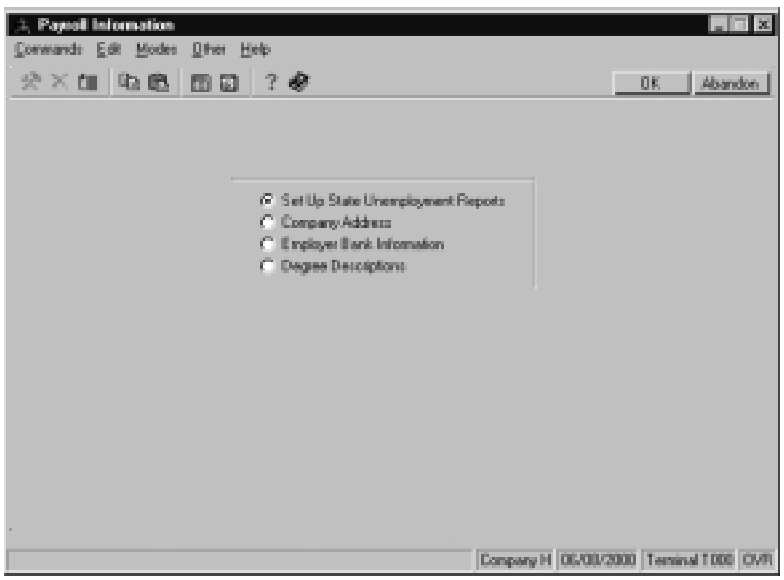
When you save your entries, the prompt returns to the Line Item Scroll Region.

Payroll Information

Use the Payroll Information function to set up and maintain state unemployment reports, company address information for use in report headers, employer bank information, and degree descriptions for use in employee personnel information records. Changes you make here update the PAINxxx (Payroll Information) file.

Payroll Information Screen

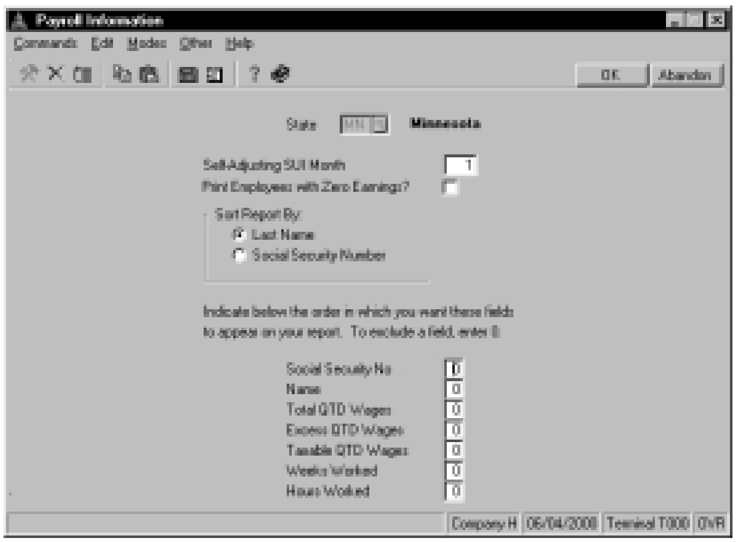
Select **Payroll Information** from the File Maintenance menu. The function screen appears.



Select the type of the information you want to work with. You can set up or maintain the state unemployment report formats, the company name and address to use in report headings, your employer bank information, or the degree descriptions for use in employee personnel information records.

Set Up State Unemployment Reports Screen

Use the Set Up State Unemployment Reports screen to define customized Quarterly State Unemployment Reports.



	Field	Description
Inquiry	State	Enter the code for the state tax authority. This code is verified against the PACO (Codes) file. You can enter report formats for as many states as you need.
	Self-Adjusting SUI Month	State unemployment insurance (SUI) withholdings are calculated on a yearly basis. Most states that change the SUI rate during the year require that the next check run self-adjust for the entire year, based on the new percentage. Some states require that you adjust the SUI withholdings only back to the month that the rate changed. Enter the number of the month that the change takes effect. The SUI withholding amount will be calculated with the new rate from this month forward, but the limit will still be calculated from the beginning of the year.

Field	Description
Print Employees with Zero Earnings?	If you want to exclude employees with no pay from the State Unemployment Report, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).
Sort Report By:	Select the order in which you want to print the report. You can organize the report by employee last name or by employee social security number.

Arranging the Report

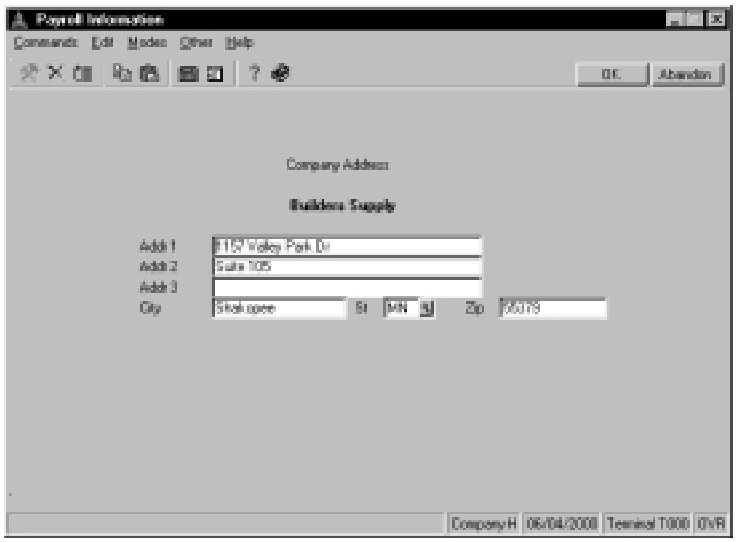
The Quarterly State Unemployment Report has seven columns. To indicate the order of the columns, enter a number from **1** through **7** in each of the fields. If you do not want the column to be in the report, enter **0**.

Social Security No	employee's social security number
Name	employee's name
Total QTD Wages	total SUI wages paid to the employee for the quarter
Excess QTD Wages	quarter-to-date wages minus the limit for SUI wages for the state
Taxable QTD Wages	total SUI wages paid for the quarter, up to the state's SUI limit
Weeks Worked	number of weeks the employee worked, which is taken from the number of quarter-to-date weeks worked in the PAEHxxx (Employee History) file
Hours Worked	number of hours the employee worked, which is taken from the number of quarter-to-date hours worked in the PAEHxxx (Employee History) file

When you save your entries, the cursor returns to the State field. Enter the code for the next state you want to work with, or use the **Exit** (**F7**) command to return to the Payroll Information menu.

Company Address Screen

Use the Company Address screen to define the company address as you want it to appear in reports.



1. Enter the company address as you want it to appear in reports.

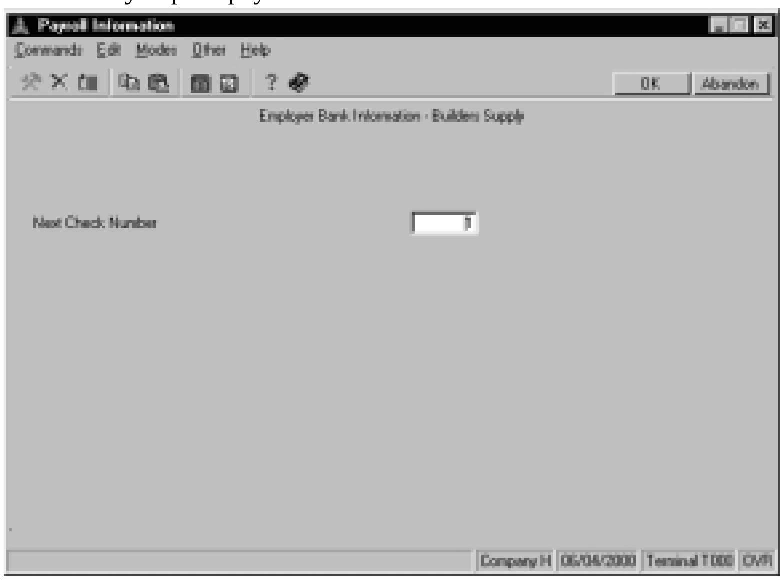
Inquiry

2. Enter the city, state, and zip code your company is in. The **Inquiry** (**F2**) command is available in the state field.

When you save your entries, the Payroll Information menu appears.

Employer Bank Information Screen

Use the Employer Bank Information screen to set up the next check number to be used when you print payroll checks.



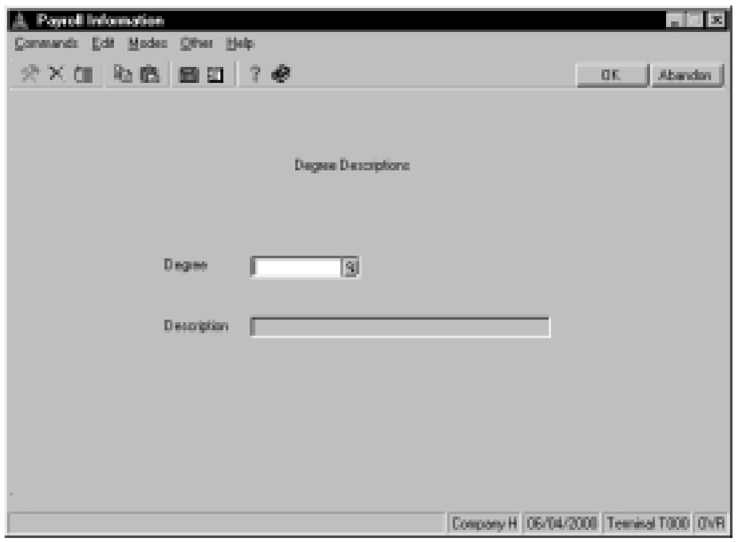
Inquiry

1. Enter the number you want to use for the next check you print.

When you save your entry, the Payroll Information menu appears.

Degree Descriptions Screen

Use the Degree Descriptions screen to set up degree codes and their descriptions for use on the first Personnel Information screen in the Employees function. Degree codes identify various educational degrees: a high school diploma, a B.A., and so on.



Inquiry

1. Enter the degree code you want to add, change, or delete.

2. Enter a description of the degree code.

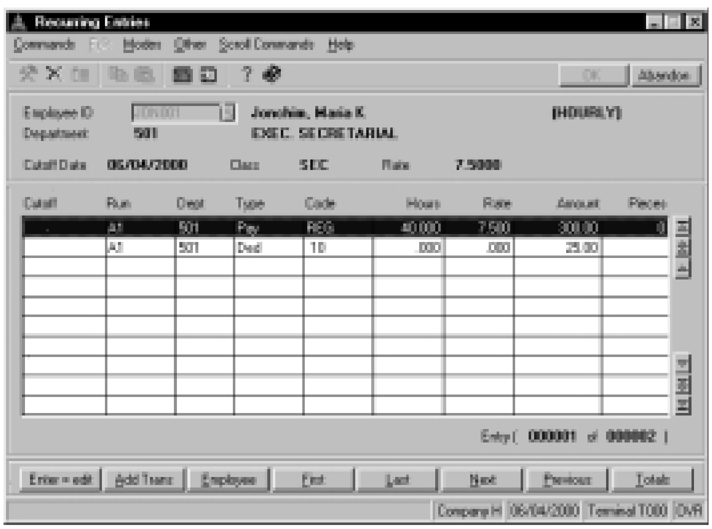
When you save your entries, the cursor returns to the Degree field. Enter the next degree you want to work with, or use the **Exit** (**F7**) command to return to the Payroll Information menu.

Recurring Entries

Use the Recurring Entries function to set up or change recurring time tickets for an employee.

Recurring Entries Screen

Select **Recurring Entries** from the File Maintenance menu. The function screen appears.



Inquiry

Maint

1. Enter the employee's ID. The employee's name, department, cutoff date, class, and pay rate appear.

   If you use the **Maintenance** (**F6**) command, the Employees function is temporarily called up.

2. Use the commands on the command bar to perform the function you want.

   Enter = edit, Add trans, Employee, First, Last, Next, Prev, Totals

To edit a displayed recurring entry, move the cursor to the line you want to edit and press **Enter**. Then see **Editing a Recurring Entry** below.

To add a recurring entry, press **A**. Then see **Adding a Recurring Entry** below.

To enter a recurring entry for a different employee, press **E**. Then enter the employee ID.

To look at the first employee record on file, press **F**.

To look at the last employee record on file, press **L**.

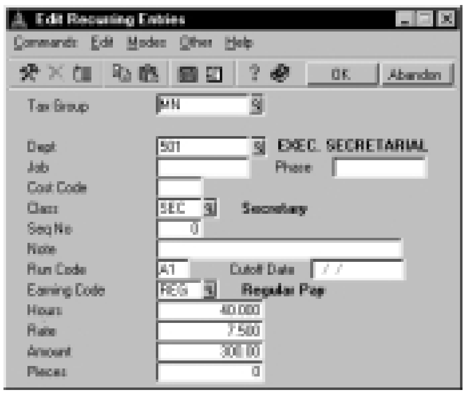
To look at the next employee record on file, press **N**.

To look at the previous employee record on file, press **P**.

To look at transaction totals for the employee, press **T**. Then see **Viewing Transaction Totals** later in this section.

Editing a Recurring Entry

When you press **Enter** on the Recurring Entries screen for a recurring entry, the Edit Recurring Entries window appears.



	Field	Description
Inquiry Maint	Tax Group	Press **Enter** to accept the displayed tax group, or enter a different tax group ID.
Inquiry	Dept	Press **Enter** to accept the displayed department ID, or enter a different department ID. The department name is displayed.
Inquiry Maint	Job	If Payroll is interfaced with Job Cost, press **Enter** to accept the displayed job ID, or enter a different job ID.
Inquiry Maint	Phase	If Payroll is interfaced with Job Cost, press **Enter** to accept the displayed phase ID, or enter a different phase ID.
Inquiry Maint	Cost Code	If Payroll is interfaced with Job Cost, press **Enter** to accept the displayed cost code, or enter a different cost code.

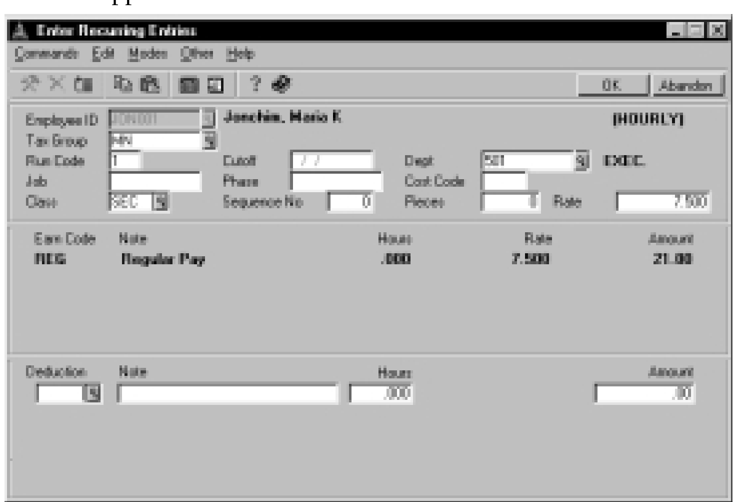
	Field	Description
Inquiry Maint	Class	Press **Enter** to accept the employee’s displayed labor class, or enter a different labor class.
	Seq No	If you want to produce multiple paychecks for the employee, enter the recurring entries for the first paycheck under sequence number 0. Then enter the recurring entries for the second paycheck under sequence number 1, and so on.
	Note	Enter a description of the entry.
	Run Code	Press **Enter** to accept the displayed run code, or enter a different run code.
	Cutoff Date	Press **Enter** to accept the displayed cutoff date, or enter a different cutoff date.
Inquiry Maint	Earn Code/Deduction	If you are entering a recurring time ticket, press **Enter** to accept the employee’s displayed earning code, or enter a different earning code. If you are entering a recurring deduction, enter the deduction code.
	Hours	Press **Enter** to accept the displayed number of hours the employee worked or that the deduction is based on, or enter a different number of hours.
	Rate	If you are entering a recurring time ticket, press **Enter** to accept the employee’s displayed pay rate, or enter a different pay rate.
	Amount	If you are entering a recurring time ticket, the amount of the time ticket is displayed. If you change this figure, the rate is recalculated and displayed. If you are entering a recurring deduction, enter the amount of the deduction.

Field	Description
Pieces	If you are entering a recurring time ticket and the employee did piece work, the number of pieces the employee produced is displayed. Press **Enter** to accept it, or enter a different number.

To save your entries and exit to the Recurring Entries screen, use the **Proceed (OK)** command.

Adding a Recurring Entry

When you press **A** on the Recurring Entries screen, the Enter Recurring Entries window appears.



Inquiry

Maint

Field	Description
Employee ID	Press **Enter** to accept the employee ID displayed, or enter a different employee ID for the recurring time ticket. The employee name appears.

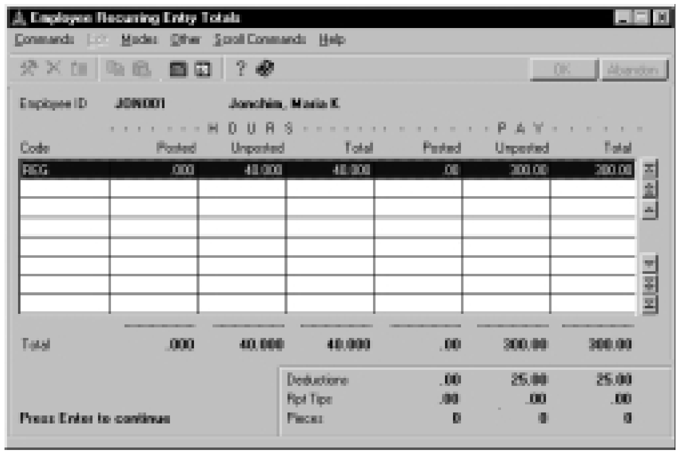
	Field	Description
Inquiry **Maint**	Tax Group	Accept or enter the employee's tax group code.
	Run Code	Accept or enter the run code for the recurring time ticket. The system uses this field to determine which groups of recurring entries to copy when you use the Copy Recurring Entries function. You can set up run codes for different groups of employees for whom you want to copy recurring time tickets, such as seasonal or part-time employees.
	Cutoff	Accept or enter the cutoff date for the recurring time ticket. This date determines which recurring time tickets are copied when you use the Copy Recurring Entries function.
Inquiry	Dept	Accept or enter the employee's department ID. The department name appears.
Inquiry **Maint**	Job	If Payroll is interfaced with Job Cost, accept or enter the job ID.
Inquiry **Maint**	Phase	If Payroll is interfaced with Job Cost, accept or enter the phase ID.
Inquiry **Maint**	Cost Code	If Payroll is interfaced with Job Cost, accept or enter the cost code.
Inquiry **Maint**	Class	Accept or enter the employee's labor class code.
	Sequence No	If you want to produce multiple paychecks for the employee, accept or enter the recurring entries for the first paycheck under sequence number 0. Then enter the recurring entries for the second paycheck under sequence number 1, and so on.

	Field	Description
	Pieces	If the employee does piece work, accept or enter the number of pieces he or she produced.
	Salary/Rate	The default information is displayed. You can change the salary and rate for hourly employees, but not for salaried employees.
Inquiry **Maint**	Earn Code	Accept or enter the employee's earning code.
	Note	Accept the description of the displayed earning code.
	Hours	Accept or enter the number of hours the employee worked.
	Rate	If the employee is hourly, enter the pay rate. If the employee is salaried, accept the displayed rate.
	Amount	Accept the amount paid for the time ticket. If you change the calculated amount, the rate is recalculated.
Inquiry	Deduction	Accept the code for the deduction.
	Note	If you want, enter a note about the deduction.
	Hours	Enter the number of hours associated with the deduction.
	Amount	Enter the amount to be deducted.

After you save the information, enter another recurring time ticket or use the **Exit** (**F7**) command to the Recurring Entries screen.

Viewing Transaction Totals

When you press **T** on the Recurring Entries screen, the Employee Transaction Totals window appears.



The posted, unposted, and total hours and pay are displayed for each earning code assigned to the employee. If there are more earning codes than fit on one screen, you can scroll up and down to view additional earning codes.

Deductions, reported tips, and pieces are displayed at the bottom of the screen.

When you are finished viewing employee transaction totals, press any key to return to the Recurring Entries screen.

When you are finished with the recurring entries for this employee, press **E** and enter another employee ID to add recurring entries for, or use the **Exit** (**F7**) command to return to the File Maintenance menu.

Tables

Use the Tables function to set up and maintain the Payroll system tables.

Tables store information about the system, data, options, and default settings for other applications.

The following tables are related to Payroll:

- ADJMNxxx
- FREQxxx
- GLDEPxxx
- GLPAYxxx
- MAXVSxxx
- PACTLxxx
- SICccxxx
- TCALCxxx
- USRDDxxx
- USRDFxxx
- VACccxxx

For information about each of these tables, see their individual descriptions in this section.

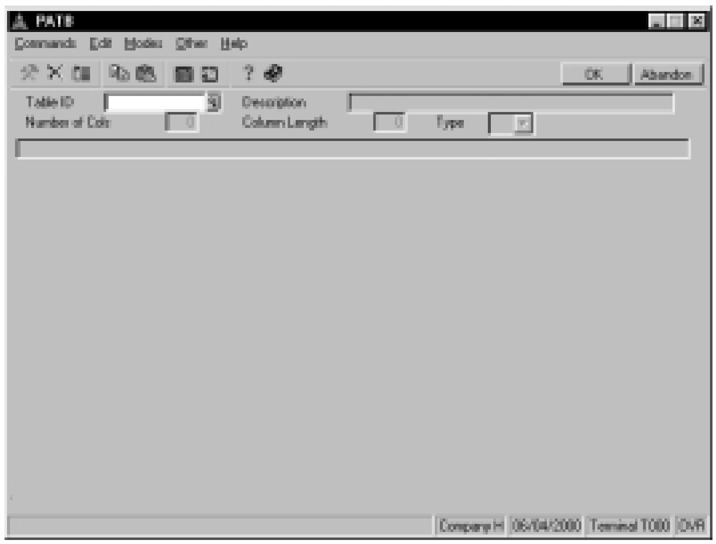
For information about shareable and unshared tables, (see page 3-13).

Note

The OPTxxx and OP2xxx (Options) tables store options and interfaces settings. Maintain the information stored in this table through Payroll system functions, not through the table itself.

Tables Screen

Select **Tables** from the File Maintenance menu. A blank tables screen appears.



1. To add or change a table, enter the table ID. To set up a company-specific table, enter the table ID plus the one- to three-character company ID. To set up a terminal-specific table, enter the table ID plus the four-character terminal ID. To delete the table, use the **Delete (F3)** command.

2. If you entered a new table ID, the Copy From field appears. To copy a company- or terminal-specific table, enter the table ID plus the company ID and terminal ID.

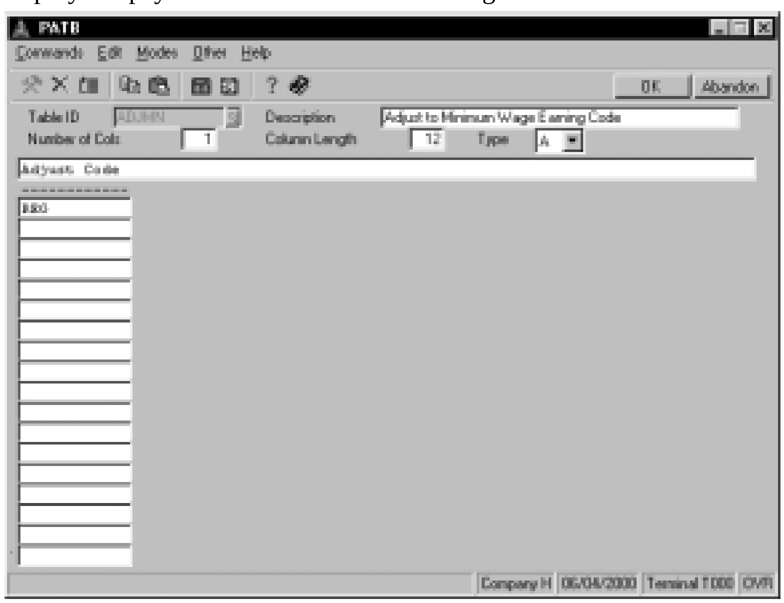
   A set of tables comes with the sample company, Builders' Supply. You can copy the sample tables for a company and then change the appropriate fields. To copy a sample table, enter the table ID.

3. Press **Enter** to accept the displayed description of the table, or enter a different description.

The number of columns, the length of the columns, and the type of characters you can enter—alphanumeric (A), numeric with two decimal places (N), numeric with three decimal places (3), or numeric with four decimal places (4)—are displayed.

ADJMNxxx Table

The ADJMNxxx table stores the earning code that is used when adjusting an employee’s pay to meet federal minimum wage standards.



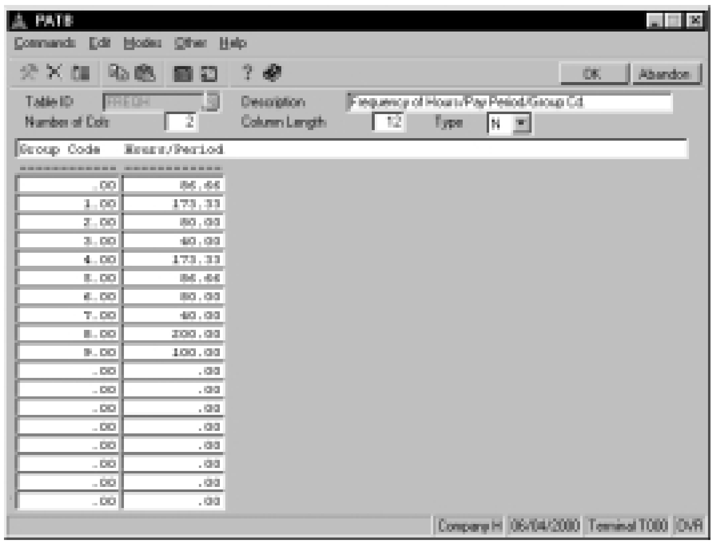
When you enter the table ID, the rest of the ADJMNxxx table appears.

Enter the earning code that will be used to adjust an employee’s pay to meet federal minimum wage standards.

FREQxxx Table

The FREQxxx table stores the number of hours in a pay period for each group code for salaried employees.

When you enter the table ID, the rest of the FREQxxx table appears.



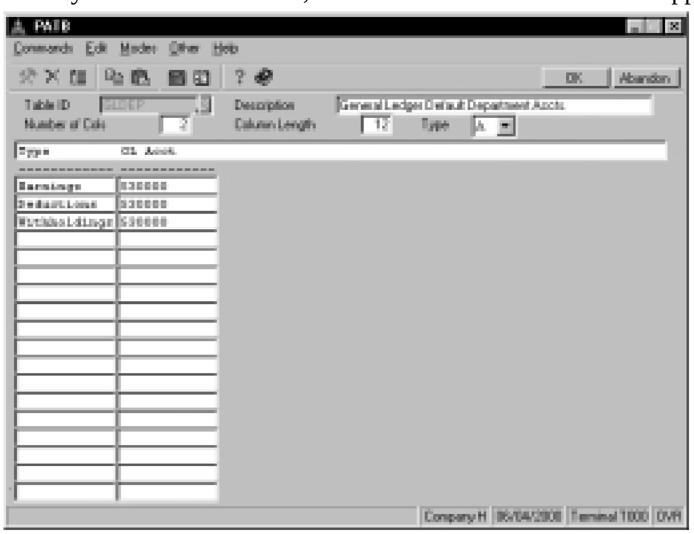
Field	Description
Group Code	Valid group codes are 0 through 9.
	Do not change, delete, or rearrange the codes. The system looks for the codes by their position in the table; it assumes that group code 0 is on the first line, group code 1 is on the second line, and so on.
Hours/Period	For each group code, enter the number of hours that are in a pay period.

GLDEPxxx Table

The GLDEPxxx table stores the default general ledger accounts for earnings and employer-paid deductions and withholdings used when new expenses for a department are added by posting transactions or checks. If you post new transactions or checks to the PADPxxx (Department) file that do not have a specified GL account, they are posted to the default GL account, which you can edit, in the Departments function.

If Payroll is not interfaced with General Ledger, you must still build this table because the account numbers appear in the posting report.

When you enter the table ID, the rest of the GLDEPxxx table appears.



Field	Description
Type	The three types of accounts are displayed.
	Do not change, delete, or rearrange the types. The system looks for the types by their position in the table; it assumes that Earnings is on the first line, Deductions is on the second line, and Withholdings is on the third line.
GL Acct	Enter the default general ledger account for each type.

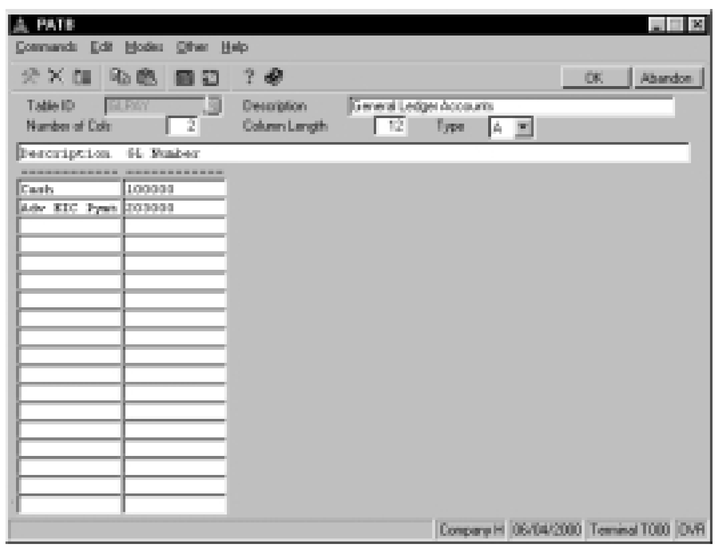
GLPAYxxx Table

The GLPAYxxx table stores the general ledger cash and advance EIC account numbers used by Payroll. It is used when checks are posted to the GLJRxxx (Journal) file.

If Payroll is not interfaced with General Ledger, you must still build this table because the account numbers appear in the posting report.

If Payroll is interfaced with Bank Reconciliation, however, the Cash account is assigned from the bank account in Bank Reconciliation.

When you enter the table ID, the rest of the GLPAYxxx table appears.



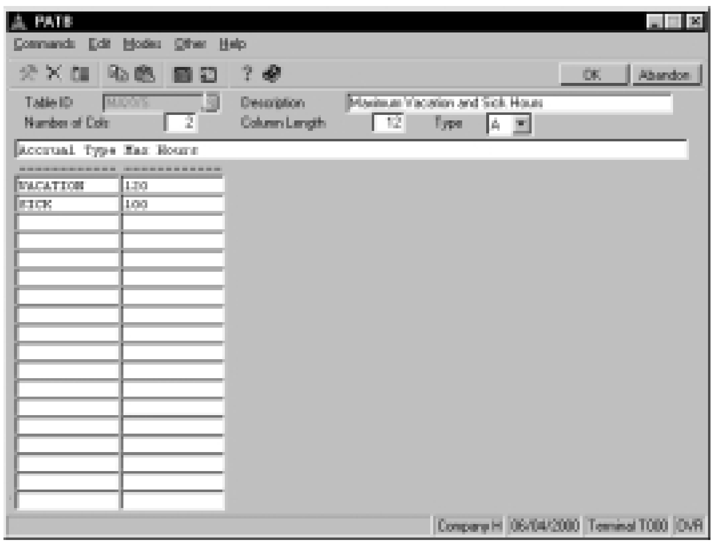
Field	Description
Description	Enter a description for the accounts that cash disbursed and advance EIC payments made, or press **Enter** to use the description that is displayed.
GL Number	Enter the numbers of the accounts you use for these purposes.

MAXVSxxx Table

The MAXVSxxx table stores the maximum number of hours an employee can accrue for vacation or sick hours remaining.

You must set up a MAXVSxxx table for each company that uses the table.

When you enter the table ID, the rest of the MAXVSxxx table appears.

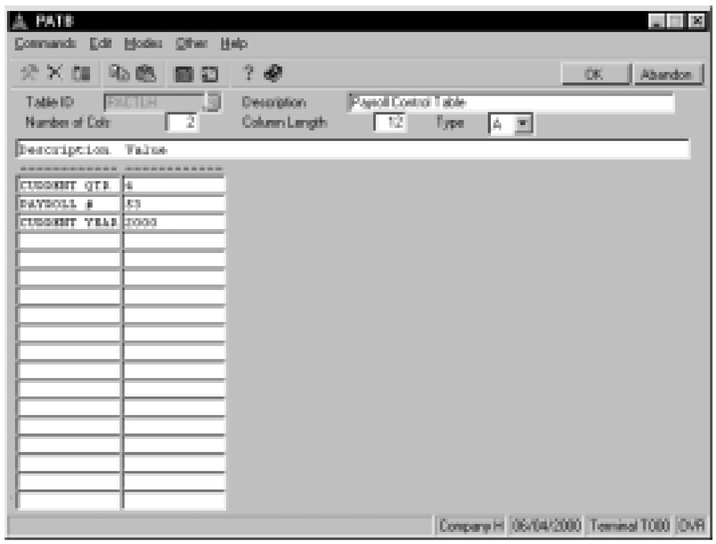


Field	Description
Accrual Type	Enter the accrual type, either vacation or sick. Do not change the order of the rows in the table. The system expects vacation to be first and sick to be second.
Max Hours	Enter the maximum number of hours an employee can accrue for remaining vacation and sick time. Hours accrue until this number is reached; then no more can be accrued until the employee uses some vacation and sick time. If you set this field to zero, an employee can accrue vacation or sick hours indefinitely.

PACTLxxx Table

The PACTLxxx table stores the current quarter, payroll number, and current year.

When you enter the table ID, the rest of the PACTLxxx table appears.



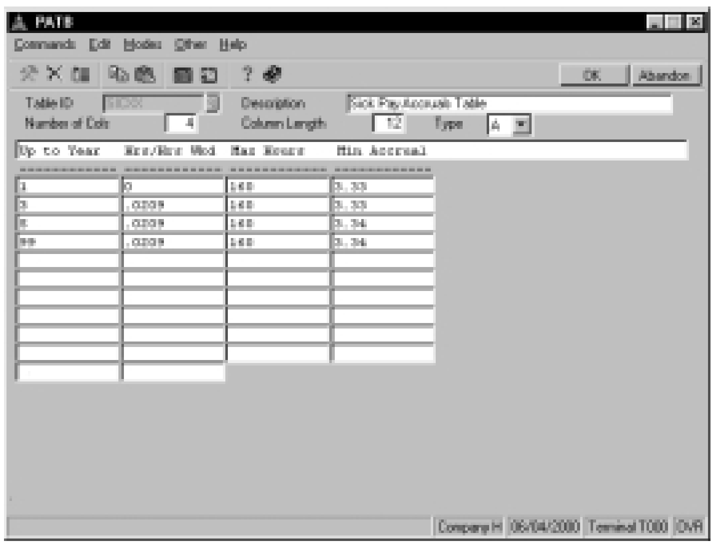
Field	Description
Description	The descriptions of the information you can enter in the table are displayed. Do not delete lines or rearrange the descriptions. The system looks for the descriptions by their position in the table; it assumes that the current quarter is on the first line, the payroll number is on the second line, and the current year is on the third line.
Value	On the first line, enter the number of the current quarter. This value is updated when you do quarter- or year-end maintenance.

Field	Description
	On the second line, enter the payroll number. This value is updated when you post checks and is reset to 1 when you do year-end maintenance. On the third line, enter the current calendar year. This value is updated when you do year-end maintenance.

SICccxxx Table

The SICccxxx table (*cc* represents the sick code abbreviation) is used to calculate the accrual rate of sick days for employees, based on the number of years worked. If no time ticket hours are entered or manual checks are issued, salaried employees accrue the minimum number of sick and vacation days. Salaried employees' sick hours are assigned from their group code in the FREQxxx table.

When you enter the table ID, the rest of the SICccxxx table appears.



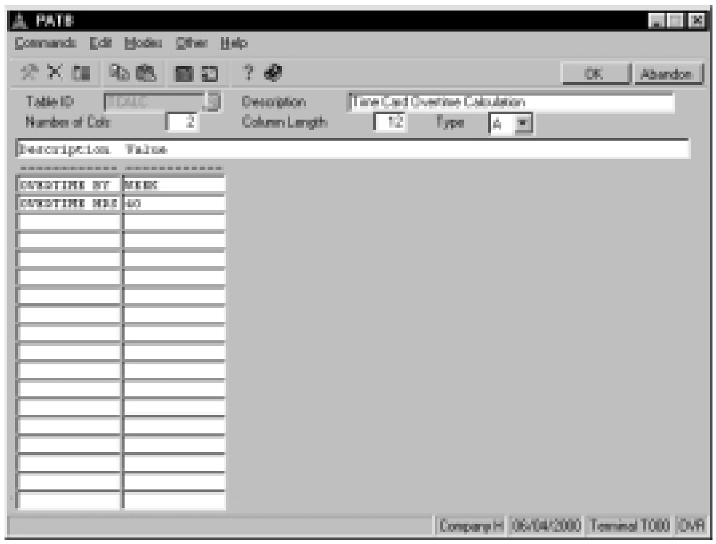
Field	Description
Up to Year	Enter the number of years worked by the employees that the entries affect. For example, enter **1** for employees with 1 year of employment, **3** for employees with up to 3 years of employment, and so on.
Hrs/Hrs Wkd	The system multiplies the number in this field by the number of hours worked to calculate the total hours accrued.

Field	Description
Max Hours	Enter the maximum number of hours an employee can work to calculate the accrual amounts for each pay period.
Min Accrual	The number in this field is the minimum number of vacation hours an employee can accrue for each pay period. If the number in the Hrs/Hrs Wkd field is less than the number in this field after calculation, the number in this field is used. If the calculation of the accrual amount is less than the minimum accrual, the minimum accrual is used.

TCALCxxx Table

The TCALCxxx table determines the setting for the time card calculator in the Payroll Transactions function.

When you enter the table ID, the rest of the TCALCxxx table appears.



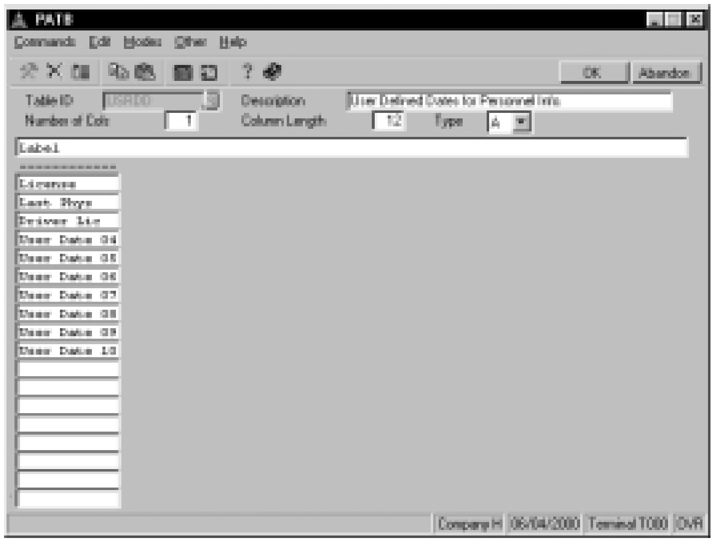
Field	Description
Description	Enter **Week** if you want overtime to be calculated by the week. Enter **Day** if you want overtime to be calculated on a day-by-day basis.
Value	Enter the number of regular hours reached before overtime is automatically calculated.

If overtime is calculated, a message notifies you that overtime has been calculated, and the dollar amount of the overtime is displayed. You should enter the overtime code as the next earning code.

USRDDxxx Table

The USRDDxxx table holds the user-defined labels that appear on the second Personnel Information screen and the Key Date Report.

When you enter the table ID, the rest of the USRDDxxx table appears.

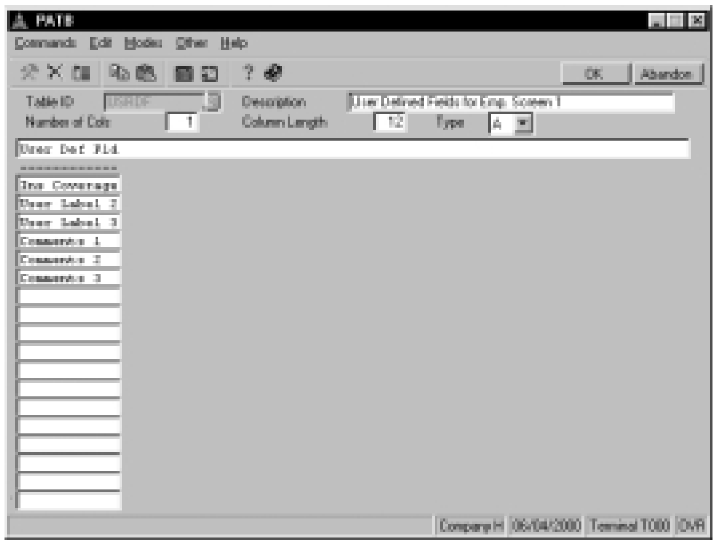


Enter up to ten date labels.

USRDFxxx Table

The USRDFxxx table holds the user-defined labels that appear on the Employees General Information screen and the first Personnel Information screen.

When you enter the table ID, the rest of the USRDFxxx table appears.



Six entries are displayed.

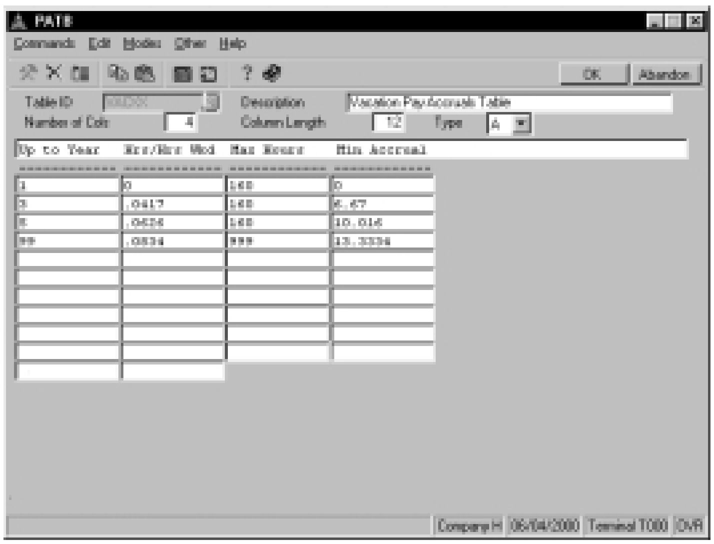
The first three appear on the Employees General Information screen. Enter the labels you want to appear on the screen.

The last three appear on the first Personnel Information screen. Enter the labels you want to appear on the screen.

VACccxxx Table

The VACccxxx (*cc* represents the vacation code abbreviation) table is used to calculate the accrual rate per pay period of vacation time for employees based on the number of years worked.

When you enter the table ID, the rest of the VACccxxx table appears.



Field	Description
Up to Year	Enter the number of years worked by the employees that the entries affect. For example, enter **1** for employees with 1 year of employment, **3** for employees with up to 3 years of employment, and so on.
Hrs/Hrs Wkd	The system multiplies the number in this field by the number of hours worked to calculate the total hours accrued.
Max Hours	Enter the maximum number of hours an employee can work to calculate the accrual amounts for each pay period.

Field	Description
Min Accrual	The number in this field is the minimum number of vacation hours an employee can accrue for each pay period. If the number in the Hrs/Hrs Wkd field is less than the number in this field after calculation, the number in this field is used. If the calculation of the accrual amount is less than the minimum accrual, the minimum accrual is used.

Tax Tables

Use the Tax Tables function to set up and maintain the Payroll system tax tables. The tax tables are used to calculate state, federal, and local tax withholding and are stored in the PATX (Tax Tables) file. Tax tables are preset in the system.

Because the tax tables vary, depending on the state(s) the company's employees live and work in, the tables are not dealt with in detail in this manual.

Federal Tax Tables

The following federal tax tables are used in the Payroll system:

- The EIC table stores the percentages that are used to calculate the advance earned income credits for eligible employees.
- The FEDM and FEDS tables store the earnings base, tax base, and percentage figures that are used to calculate federal tax.
- The FICA table stores the percentage and maximum earnings limit for employee and employer FICA calculations and the current federal minimum wage. It also stores the DCB limit.
- The FUTAxxx table stores percentage and maximum earnings limit for the employer FUTA calculations.
- The W2CODE table stores the code and the first four characters of the description of the deferred compensation deductions to be printed in box 13 on employees' W-2 forms.
- The W2CODE2 table stores the first four characters of the deductions to be printed in box 14 on employees' W-2 forms.

State Tax Tables

The following state tax tables are used in the Payroll system:

- The STXssm tables (*ss* represents the state abbreviation; *m* represents marital status) store the earnings base, tax base, and tax percentages for each state where withholding is required.

- The SUTssxxx table stores the percentage and earnings limits that are used to calculate employer state unemployment tax.

- The STSss tables (*ss* represents the state abbreviation) store special fields that appear on the Employees Tax Information screen and are required to calculate state withholding.

- The SOTss tables (*ss* represents the state abbreviation) are used to calculate other state employee withholdings such as disability insurance.

Local Tax Tables

- The LTXssllm table stores the earning base, tax base, earnings limit, and tax percentages for the locality where the withholding is required.

A Note on Tax Tables

The last entry in the first column of a tax table must be 99999999.99, because the Tables function goes to the next higher entry than the amount it is looking for and then goes back one line.

Formula Maintenance

Use the Formula Maintenance function to set up and maintain the formulas needed to calculate deductions and withholdings. (For a detailed explanation of formulas and a list of valid variables, functions, and operations, see appendix C.)

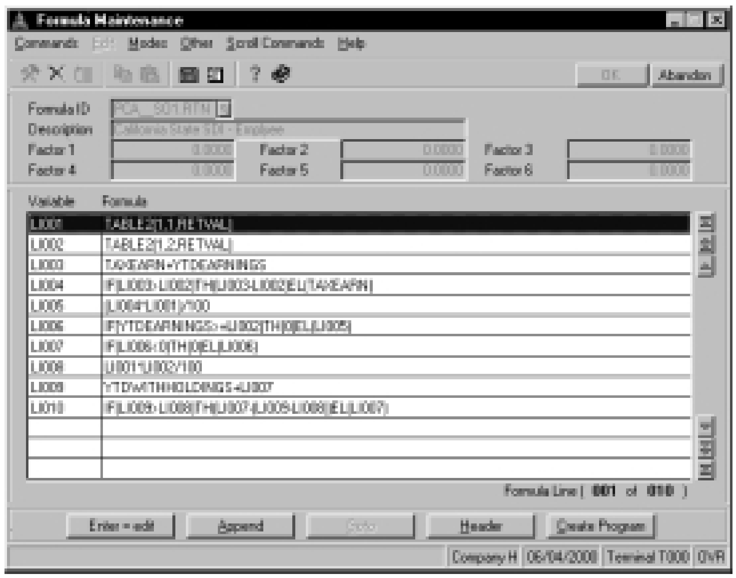
Once a formula has been set up, you can also edit it through the Employees Salary Information (see page 11-3), Deductions (see page 11-17) or Withholdings (see page 11-23) functions. Changes you make here update the PAFMHDR (Formula Definitions) and PAFMLIN (Formula Line Detail) files.

Note

If you build a formula while you are in the sample data path to test it, the system stores the formula in the program directory, destroying the formula that was created with your live data. If you try to do this, the following warning appears: **Building formula in sample data will erase live formula. Y/N?** Select **Yes** (or enter **Y** in text mode) to replace the existing formula.

Formula Maintenance Screen

Select **Formula Maintenance** from the File Maintenance menu. The function screen appears.



Header Region

	Field	Description
Inquiry	Formula ID	If you are entering the Formula Entry screen through the Employees Salary Information, Deductions, or Withholdings functions, the formula ID is displayed; if not, enter the formula ID. The .RTN extension is not automatically appended to the formula ID. You should add this extension to the withholding formula names, and you *must* add it to the deduction formula names.

Field	Description
	Names for federal formulas should be in this format: PFED_*OAS*.RTN, where OASDI withholding would be used, for example.
	Names for state formulas should be in this format: P*MN_ _SUI*.RTN, where *MN* would be the state and *SUI* would be Employer State Unemployment Insurance, for example.
	Names for local formulas should be in this format: P*MNyy*LWH.RTN, where *MN* would be the state and *yy* would be the local code.
Copy From	This field appears if you entered a new formula ID. Enter the ID of the formula you want to copy information from, or press **Enter** to skip this field.
Description	Enter a description of the formula.
Factors 1–6	Formula factors are variables used to change the base rate in a formula without changing the actual formula. Each formula can have six factors. Enter up to six formula factors.

When you save your entries, the cursor moves to the scroll region.

Command Bar

Enter = edit, Append, Header, Goto, Create program

To edit a line, press **Enter**. To add a line, press **A**. Then see **Editing or Adding a Line** below.

To return to the header region of the screen, press **H**.

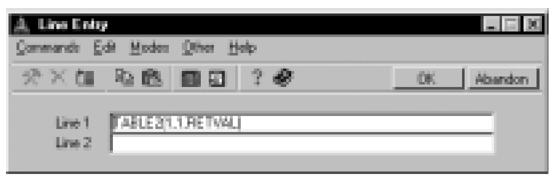
To go to a particular line, press **G** and then enter the formula line number. (This command appears only if there is more than one screen of items.)

When you are done entering or editing a formula, press **C** to convert the formula to a program.

Use the **Create Program** command anytime you enter or edit a formula. If you do not use the **Create Program** command before exiting from the Formula Maintenance function, the system automatically executes the command when you use the **Exit** (**F7**) command to return to the File Maintenance menu. If you use the **Abandon (F5)** command to return to the header region of the screen, your changes are not saved and the formula is not compiled into a program.

Editing or Adding a Line

When you press **Enter** or **A** on the command bar, the following window appears:



Each line in a formula can be 100 characters long. You enter the line in two “segments”. When you press **Enter** to leave the Line Entry window, the two lines join to form one longer line, only the first 50 characters of which are displayed on the Formula Maintenance screen. To delete one line at a time, use the **Delete** (**F3**) command.

See appendix C for a detailed explanation of how formulas work and for a list of valid variables, functions, and operations.

When you are finished entering or editing a formula, use the **Exit** (**F7**) command to save your changes (and create a program) and return to the File Maintenance menu.

Change Fields

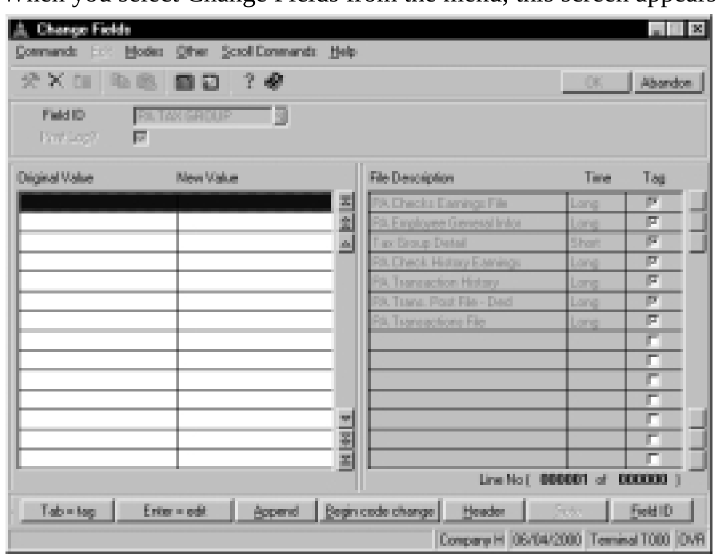
Features

Use the Change Fields function on the File Maintenance menu to change any code from one value to another. The Change Fields function can change codes within this application, as well as in other applications.

To produce a list of fields changed, use the Print Log feature. A sample of the log appears on page 10-97.

Change Fields Screen

When you select Change Fields from the menu, this screen appears:



The screen contains 3 sections. The top, or *Header*, section, which includes the Field ID and Print Log? fields, is where you select the code or ID to change, and whether or not you want to produce the printed log. The lower left, or *Values*, section is where you will build a list of the values you want to change by specifying the old value and the new value. The lower right, or *Files*, section contains a list of the files that will be changed in the applications you have installed on your system.

Field Definitions—Header

	Field Name	Description
Inquiry	Field ID	Enter the Field ID you want to change. You can change only Payroll fields from the Payroll menu. To change IDs and codes from other applications, run the Change Fields function in the respective application.
	Print Log?	Select the Print Log field to print a list of the files that are changed.

After you enter the field ID and indicate your preference for printing the log, use the **Proceed** (**OK**) command to begin entering field values to change.

Field Definitions—Values

Field Name	Description
Original Value	Enter the current field value that you want to change.
New Value	Enter the new value that you want to use for this field.

Command Bar

Command	Description
Tab = tag	Press **Tab** to switch to the Files section of the screen.
Enter = edit	Press **Enter** to edit the current line.

Command	Description
Append	Press **A** to append another value to change to the list.
Begin code change	Press **B** to begin the change field process.
Header	Press **H** to return to the header section to change the selection you made for printing the log.
Goto	Press **G** to go to a particular entry.
Field ID	Press **F** to choose a new field ID (this will abandon any field changes you have entered, but not yet made).

Continue entering old values and new values until you have specified all of the values you want to change. If you want to change the files that will be changed, you can use the **Tab** command to jump to that section. If you are satisfied with your selections, press **B** to begin the change process.

Field Definitions—Files

Field Name	Description
File Description	The files that contain the Field ID you selected appear.
Time	This field gives you an idea of the relative time it will take to change the field in a given file. Files where this code or ID are a part of the key to the file can be changed more quickly than files where each record in the file must be scanned for the code or ID. Each file is rated as **Short** or **Long** to denote the estimated time required to change the field.
Tag	This field denotes whether the file will be affected by the copy process. Tag the file to change fields in the file.

Command Bar

Command	Description
Tab = value	Press **Tab** to return to the Values screen section.
Enter = Tag/Untag	Press **Enter** to toggle a file as included or excluded from the copy process.
All	Press **A** to tag all of the files.
None	Press **N** to untag all of the files.
Begin	Press **B** to being the change field function.
Header	Press **H** to return to the header section to change the selection you made for printing the log.
Goto	Press **G** to go to a particular entry.
Field ID	Press **F** to choose a new field ID (this will abandon any field changes you have entered, but not yet made).

When you have tagged the files you want to change, press **B** to begin the change process. When the changes are complete, the log will print if you elected to produce it.

Enter a new field ID to change, or use the **Exit** (**F7**) command to return to the File Maintenance menu.

Change Fields Log

12/31/2000 Builders Supply Page 1
6:12 PM Change Code Log

File Name	Records Read	Records Converted	Original Total Record	New Total Records
ARCUH	2	1	13	13
ARCCH	1	0	17	17
ARCRH	0	0	0	0
ARHIH	568	166	569	569
ARHSH	124	123	549	549
ARINH	9	8	64	64
ARPYH	4	0	8	8
ARREH	3	1	3	3
ARRHH	3	1	3	3
ARSAH	1	0	6	6
ARTDH	0	0	0	0
ARTHH	0	0	0	0
INAIH	6	4	189	193
INHIH	Improper field length for Record Test; KNUM=0, Record=ENTRY			
INHIH	457	120	1010	1010
INLHH	Improper field length for Record Test; KNUM=0, Record=ENTRY			
INLHH	0	0	406	406
INSHH	Improper field length for Record Test; KNUM=0, Record=ENTRY			
INSHH	27	0	573	573
JOBSH	25	0	25	25
JOHIH	1	0	189	189
JOHIH	0	0	189	189
SORHH	6	1	6	6
SORLH	21	4	21	21
SOTDH	20	1	20	20
SOTHH	8	1	8	8

Field ID AR CUSTOMER ID

Original Value	New Value
ACE001	ABC001

Codes Maintenance 11

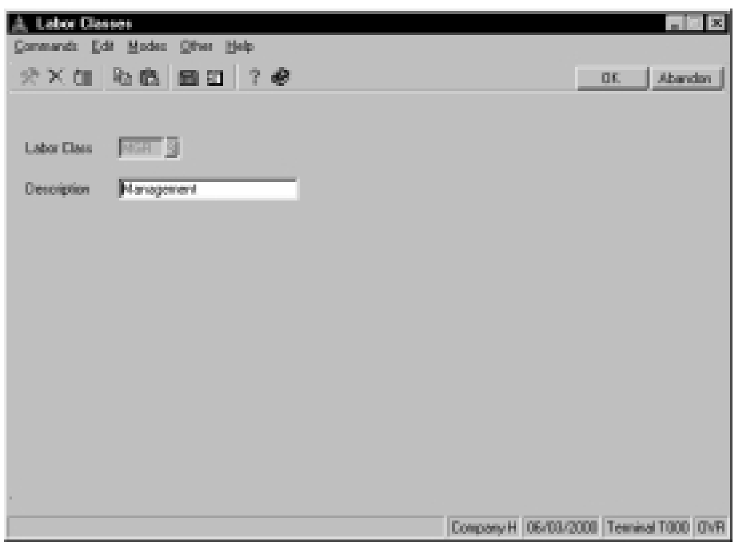
Labor Classes

Use the Labor Classes function to set up and maintain labor classes. Labor classes can be used to group types of employees. For example, you might set up labor class EXM for executive managers, MIM for mid-level managers, and so on. The classes you set up can be useful for report sorting.

Labor classes are stored in the PALCxxx (Labor Class) file and are used in the Employees function.

Labor Classes Screen

Select **Labor Classes** from the Codes Maintenance menu. The function screen appears.



Inquiry

1. Enter the labor class code.

2. Enter a description of the labor class code.

When you save the labor class code, the cursor returns to the Labor Class field. Enter another labor class code, or use the **Exit** (**F7**) command to return to the Codes Maintenance menu.

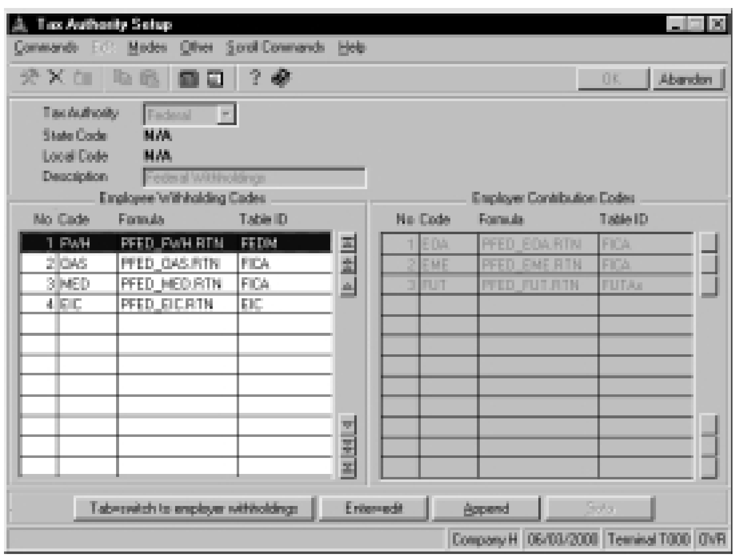
Tax Authority Setup

Use the Tax Authority Setup function to enter and maintain withholding codes for federal, state, and local tax authorities that employees need withholdings for. You can also set up the necessary formula names and tax table IDs associated with each code. Changes you make here update the PACO (Codes) file.

You can enter 15 employee and employer withholding codes for each federal, state, and local tax authority.

Tax Authority Setup Screen

Select **Tax Authority Setup** from the Codes Maintenance menu. The function screen appears.



Field	Description
Tax Authority	Enter **F** to work with federal tax authority codes, **S** to work with state tax authority codes, or **L** to work with local tax authority codes.
Inquiry State Code	This field is active only when you are working with state or local tax authorities. Enter the state code you want to set up or adjust.
Inquiry Local Code	This field is active only when you are working with local tax authorities. Enter the local code you want to set up or adjust.
Description	Enter a description of the tax authority. For example, if you are working with a federal tax authority, enter the name of the withholding.

To move to the scroll region, use the **Proceed (OK)** command.

Command Bar

Tab, Enter = edit, Append, Goto

To move the prompt between the Employee and Employer Withholding Codes portions of the screen, press the **Tab** key.

To edit a line item, press **Enter**. To add a line item, press **A**. Then see **Adding or Editing a Line Item** below.

To go to a particular line item, press **G** and then enter the line item number, or use the **Inquiry** (**F2**) command to select the line item number. (This command appears only if there is more than one screen of items.)

Adding or Editing a Line Item

You can add or edit 15 tax authority withholding codes for both employees and employers.

Field	Description
Number Code	The line number of the withholding code is displayed. Enter the code for the withholding tax. FWH, SWH, and LWH must be the first employee withholdings.
Formula	Enter the name of the formula that will be used when calculating the withholding. You must add the extension **.RTN** to the formula name so that the system will not overwrite part of itself.
Table ID	Enter the ID of the tax table that will be used when calculating the withholding. If you are working with FWH, SWH, or LWH, these withholdings usually depend on marital status. They can be overridden from the Employees Tax Information screen (page 10-16). If the table must be company-specific (for example, FUTA and SUI), the last character of the table ID must be a lowercase *x*. To accommodate the full three-character company ID, you must limit the table ID to five characters. If the system cannot locate the company-specific table, the generic table is the default.

Your work is automatically saved as you enter it. When you are finished, use the **Abandon (F5)** command to return to the Tax Authority field, or use the **Exit** (**F7**) command to return to the Codes Maintenance menu.

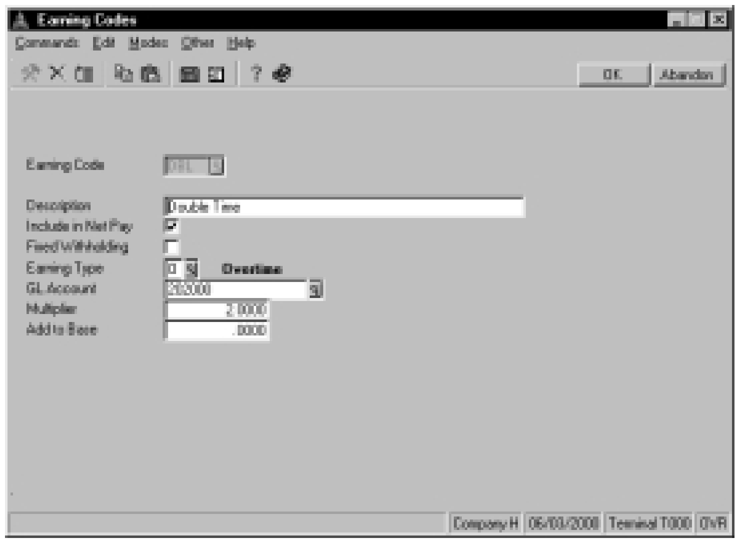
Earning Codes

An earning code stores pay rate information, the GL account number, the earning type, and other information for a particular kind of work. If you enter an earning code and the number of hours the employee worked when you enter time tickets or manual checks, the system calculates the employee's pay, based on the information you enter here. You can have an unlimited number of earning codes. Changes you make here update the PAECxxx (Earning Codes) file.

You can set up earning codes for types of work (for example, for assembly and packaging) and for overtime and double-time work that automatically multiplies or adds amounts to the base pay.

Earning Codes Screen

Select **Earning Codes** from the Codes Maintenance menu. The function screen appears.



Inquiry

Field	Description
Earning Code	Enter the earning code.
Description	Enter a description of the earning code. The description you enter here will appear when you enter or edit time tickets.
Include in Net Pay	If the pay should be included in the employee's paycheck, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode). Including or excluding the pay from net pay does not affect taxable income. To exclude an earning code from taxable income, use the exclusion switches in your federal, state, and local withholding records.

Field	Description
Fixed Withholding	If you use a fixed percentage for all withholding (specified in the federal, state, and local withholding formulas), check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode). If you do not use a fixed percentage, withholding is calculated according to the regular federal, state, and local tax routines.
Inquiry Earning Type	Enter an earning type for the earning code. Each earning code must be assigned an earning type. (For more information, see page 11-14). An earning code of type *T* has special meaning (*Tips*) to the system. Tip amounts are accumulated in the FICA Tips field for government reporting. An earning code of type *F* also has special meaning (*Fringe*) to the system. Any earning code of type *F* that an employee receives throughout the year is accumulated and printed as *fringe* on an employee's W-2 form. Earning codes of type *V* or *S* are used to determine the amount of vacation and sick time taken throughout the year. Any earning codes that use a user-defined type are treated as regular pay, using the Multiplier and Add to Base fields to determine pay.
Inquiry **Maint** GL Account	Enter the number of the general ledger account the earning code is posted to. The **Maintenance** (**F6**) and **Inquiry** (**F2**) commands are available if Payroll is interfaced with General Ledger. The GL account is debited when you post checks for the earning code you selected. That account is credited in the department when you post expense to GL.

Field	Description
Multiplier	The number you enter in this field will be multiplied with the employee's base hourly pay rate. For example, you enter an earning code with a multiplier of 1.2500. Then you enter a time ticket for an employee whose base hourly pay rate is $10 per hour and you use the aforementioned earning code. The employee's pay rate will be $12.50 per hour. You must enter a value in this field. If you do not want the multiplier to modify the employee's base hourly pay, enter **1**.
Add to Base	The number you enter in this field will be added to the employee's base hourly pay rate. For example, you enter an earning code with an Add to Base factor of 0000.50. Then you enter a time ticket for an employee whose base hourly pay rate is $10 per hour and you use the aforementioned earning code. The employee's pay rate will be $10.50 per hour. If both a Multiplier and an Add to Base factor exist for the earning code, the Add to Base factor is added to the employee's base pay rate first. This new base pay rate is then multiplied.

After you approve the entries, enter another earning code, or use the **Exit** (**F7**) command to return to the Codes Maintenance menu.

Earning Types

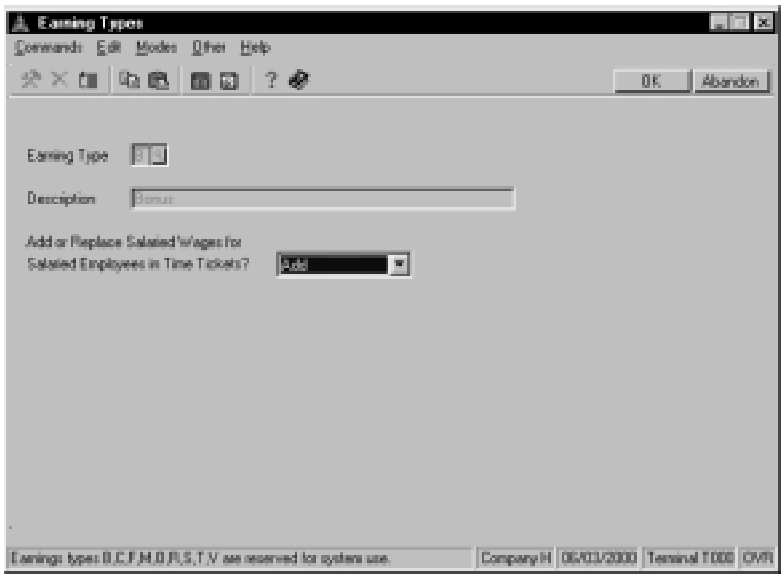
Use the Earning Types function to create groups of earning codes. The Payroll system has nine preset earning types:

- Bonus
- Commission
- Fringe
- Miscellaneous
- Overtime
- Regular Earnings
- Sick
- Tips Reported as Federal Earnings
- Vacation

You cannot change or delete the preset earning types, but you can set up additional earning types. When you set up earning codes (see page 11-9), you specify which earning type the code belongs to. For example, you might have four kinds of bonus pay. You set up each kind of bonus pay as an earning code and group them all under one earning type. Changes you make here update the PAETxxx (Earnings Types) file.

Earning Types Screen

Select **Earning Types** from the Codes Maintenance menu. The function screen appears.



Inquiry

1. Enter the ID of the earning type you want to add or change.

   Earning type *T* has special meaning (*Tips*) to the system. Tip amounts are accumulated in the FICA Tips field for government reporting.

   Earning type *F* also has special meaning to the system. Any earning types *F* that an employee receives through the year are accumulated and printed as *fringe* on an employee's W-2 form.

   Earning types *V* and *S* are used to determine the amount of vacation and sick time taken throughout the year.

   Any other earning types that use a user-defined type are treated as regular pay, using the Multiplier and Add to Base fields to determine pay.

2. Enter a description of the earning type.

3. To add or replace this earning type for salaried employees’ wages, press **A** or **R**.

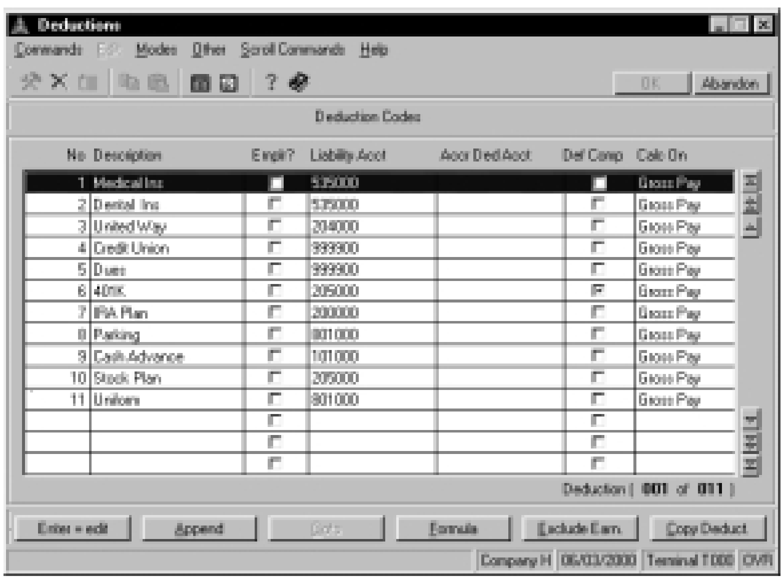
When you save the earning type, the cursor returns to the Earning Type field. Enter the next earning type you want to work with, or use the **Exit** (**F7**) command to return to the Codes Maintenance menu.

Deductions

Use the Deductions function to set up, change, or delete deductions from the Payroll system. Deductions are assigned codes, which can then be referenced when you set up employees in the Employees function. You can set up 999 deduction codes. Changes you make here update the PADDxxx (Deductions) and PADXxxx (Deduction Exclusion) files.

Deductions Screen

Select **Deductions** from the Codes Maintenance menu. The function screen appears.



Command Bar

Enter = edit, Append, Goto, Formula, Exclude earnings, Copy Deduction

To edit a deduction code, press **Enter**. To add a deduction code, press **A**. Then see **Editing or Adding a Line Item** below.

To go to a particular line item, press **G** and then enter the deduction code, or use the **Inquiry** (**F2**) command to select the code. (This command appears only if there is more than one screen of items.)

To edit deduction formulas from this screen, press **F**. The Formula Maintenance screen appears. (For information about formulas, see page 10-89, and appendix C.)

To exclude earning codes from deductions, press **E**. Then see **Earnings Exclusions** below.

To copy a deduction, move the prompt to the deduction you want to copy and press **C**. Then see **Copying deductions** below.

Editing or Adding a Line Item

To edit or add a line item, follow these steps:

1. Enter a description of the deduction.

   If you this is a deferred compensation deduction, the first four characters of the description you enter are used as the deferred compensation description on W-2 forms.

   If the deduction is for a 401(k) program, you must enter **401K**. If the deduction is for dependent care benefits, you must enter **DCB**.

2. If the deduction is employer-paid, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

Inquiry

Maint

3. Enter the number of the liability account the deduction is credited to. The **Maintenance** (**F6**) and **Inquiry (F2)** commands are available if Payroll is interfaced with General Ledger.

Inquiry
Maint

4. If the deduction is employer-paid, enter the expense account number. The **Maintenance** (**F6**) and **Inquiry (F2)** commands are available if Payroll is interfaced with General Ledger.

5. If the deduction is deferred compensation or any other pretax deduction that should be reported on employees' W-2 forms, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

6. Enter **G** if the deduction is calculated on gross pay, or **N** if it is calculated on net pay.

Earning Exclusions

You can exclude earning codes from a deduction. For example, you might set up a pay deduction for uniforms that applies to workers in a store and then exclude particular earning codes for warehouse workers so that their pay is not deducted for uniforms.

When you press **E** on the Deductions screen to exclude earning codes from deductions, the Earning Exclusions window appears.

Command Bar

Enter = toggle, All, None, Goto

To change the exclusion status of an earning code for the deduction, press **Enter**. The exclusion status alternates between YES and NO.

To exclude all earning codes for the deduction, press **A**.

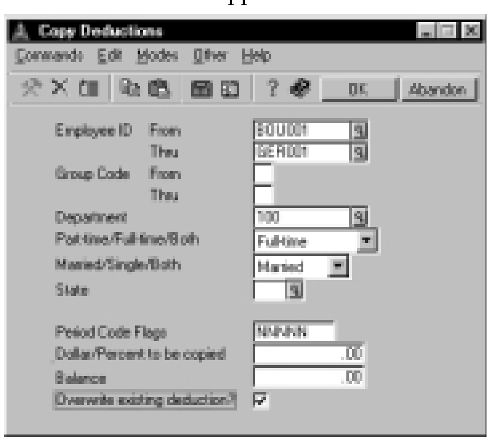
To exclude no earning codes for the deduction, press **N**.

To go to a particular earning code, press **G** and then enter the earning code, or use the **Inquiry** (**F2**) command to select the earning code. (This command appears only if there is more than one screen of earning codes.)

Your changes are saved automatically as you enter them. When you are finished with the Earning Exclusions window, use the **Exit (F7)** command to return to the line item scroll region of the Deductions screen.

Copying Deductions

When you press **C** on the Deductions screen to copy a deduction, the Copy Deduction window appears.



	Field	Description
Inquiry	Employee ID From/ Thru	Enter the range of employees whose records you want to copy the deduction to.

Field	Description
Group Code From/ Thru	Enter the range of group codes you want the deduction to apply to.
Inquiry Department	Enter the department you want the deduction to apply to. Leave this field blank if you want the deduction to apply to all departments.
Part-time/Full-time/ Both	Enter **P** to apply the deduction to part-time employees, **F** to apply the deduction to full-time employees, or **B** to apply the deduction to both types of employees.
Married/Single/Both	Enter **M** to apply the deduction to married employees, **S** to apply the deduction to single employees, or **B** to apply the deduction to both types of employees.
Inquiry State	Enter the state code you want the deduction to apply to.
Period Code Flags	Enter the period codes you want the deduction to apply to.
Dollar/Percent to be copied	Enter the dollar amount or the percentage of the deduction you want to copy.
Balance	If the deduction has a declining balance, enter the amount.
Overwrite existing deduction?	If you want to replace any existing deduction information with the same number in your employee files, check the box (or enter **Y** in text mode). If you want to leave existing deduction information as it is, uncheck the box (or enter **N** in text mode).

When you have finished entering information for the deduction you want to copy, select the output device.

A sample Copy Deductions log is at the end of this section.

When you are finished entering and editing deductions, use the **Exit** (**F7**) command to return to the Codes Maintenance menu.

Copy Deductions Log

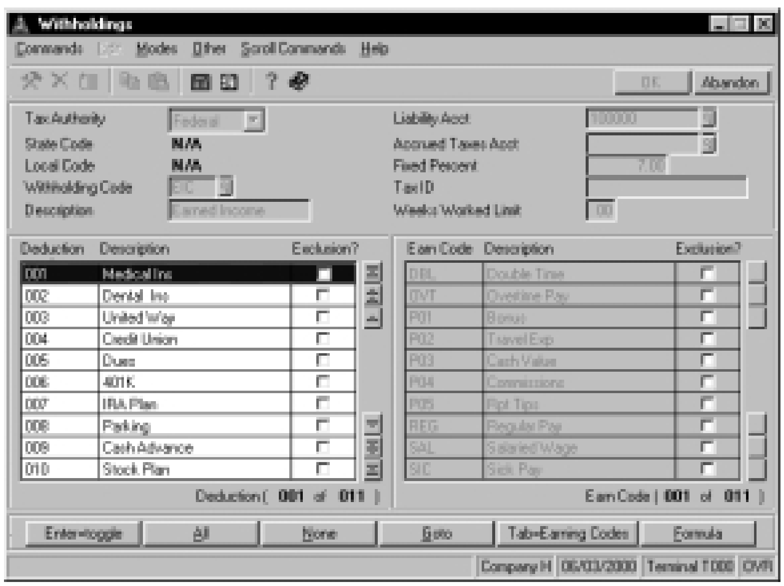
```
06/26/2001                    Builders Supply                  Page    1
10:58 AM                    Copy Deductions Log


   Employee     Deduction Code     Period Codes      Amount      Balance

     BOU001          001              NNNNN          100.00         0
     GER001          001              NNNNN          100.00         0

End of Report
```

Withholdings

Use the Withholdings function to set up and maintain federal, state, and local withholding tax information for employees. You can exclude particular deductions and earning codes from withholding, and you can maintain formulas from within the Withholdings function. Changes you make here update the PAWIxxx (Withholdings) and PAWXxxx (Withholding Exclusion) files.

Withholdings Screen

Select **Withholdings** from the Codes Maintenance menu. The function screen appears.



Field	Description
Inquiry Tax Authority	Enter **F** to work with federal withholdings, **S** to work with state withholdings, or **L** to work with local withholdings.

	Field	Description
Inquiry	State Code	This field is active only if you entered S or L in the Tax Authority field. The state code must be defined in the Tax Authority Setup function (see page 11-5) before you set up the state/locality withholding. Enter the code for the state tax authority. If you use the **Maintenance (F6)** command, the Tax Authority Setup function is temporarily called up.
Inquiry	Local Code	This field is active only if you entered L in the Tax Authority field. Local codes must be defined in the Tax Authority Setup function before you set up the state/locality withholding. Enter the code for the local tax authority. In employee records, code 00 means that there is no local tax. If you use the **Maintenance (F6)** command, the Tax Authority Setup function is temporarily called up.
	Withholding Code	Enter one of the taxation codes displayed at the bottom of the screen. The kind of tax code you can enter depends on whether you are working with the federal, state, or local tax authority. These codes are reserved by the system and should not be modified in the Tax Authority Setup function. **EIC** Earned Income Credit **EOA** Employer OASDI **EME** Employer Medicare **FUT** FUTA **FWH** Federal Withholding **MED** Medicare **OAS** OASDI Withholding **SUI** Employer State Unemployment Insurance **SWH** State Withholding **LWH** Local Withholding
	Description	Enter a description of the withholding tax you entered.

Inquiry **Maint**	Liability Acct	Enter the number of the liability account the withholding is posted to. The **Maintenance** (**F6**) and **Inquiry (F2)** commands are available if Payroll is interfaced with General Ledger.
Inquiry **Maint**	Expense Acct	This field is active only if the withholding tax is employer-paid. Enter the number of the general ledger expense account the withholding is posted to. The **Maintenance** (**F6**) and **Inquiry (F2)** commands are available if Payroll is interfaced with General Ledger.
	Fixed Percent	This field is active only if the withholding tax is employer-paid. If you are working with a FWH, SWH, or LWH record, enter the percentage of pay to be withheld.
	Tax ID	If you are working with a FWH record, enter the employer's federal tax ID you want to print on W-2 forms. Only the first 10 characters will be used. If you are working with a SWH or LWH record, enter your state or local tax ID, respectively. If you are entering a SUI record, enter the tax ID you want to print in the Quarterly State Unemployment Report.
	Weeks Worked Limit	This field is active only if you entered a state withholding tax in the Tax Code field. Enter the minimum number of hours an employee can work to qualify for one week of work, or enter **00** if the state has no minimum. If an employee works less than the minimum number of hours you enter here, the Weeks Under Limit field in the employee's history record is updated.

When you save the entries, the cursor moves to the scroll region.

Command Bar

Enter = toggle, All, None, Goto, Tab, Formula

To change the exclusion status of a deduction or an earning code, press **Enter**. The status alternates between YES and NO.

To exclude all deductions or earning codes, press **A**.

To exclude no deductions or earning codes, press **N**.

To go to a particular line item, press **G** and then enter the deduction or earning code, or use the **Inquiry (F2)** command to select the deduction or earning code. (This command appears only if there is more than one screen of items.)

To move between the deductions and earning codes scroll regions, press the **Tab** key.

To edit the withholding formula for the withholding you are working with, press **F**. The Formula Maintenance screen appears. (For information about formulas, see page 10-89, and appendix C.)

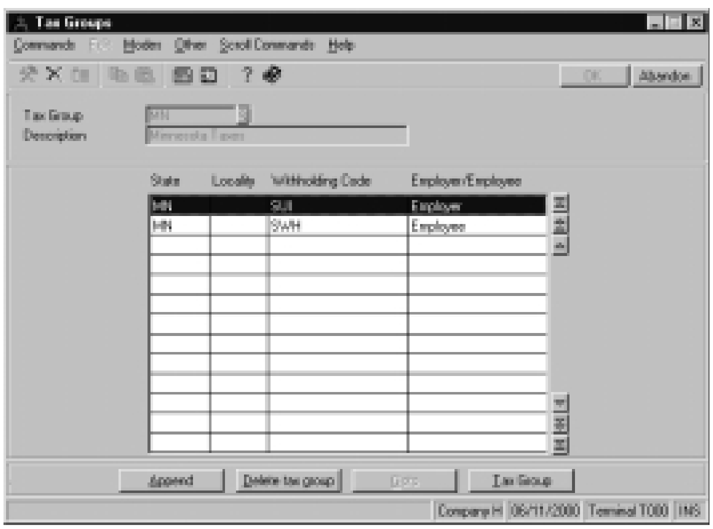
Your changes are automatically saved as you make them. When you are finished in the scroll region, use the **Abandon (F5)** command to return to the Tax Authority field and enter another tax authority to work with, or use the **Exit** (**F7**) command to return to the Codes Maintenance menu.

Tax Groups

Use the Tax Groups function to create and edit the withholding codes for a tax group used to calculate withholdings from employees earnings. The Tax Groups function allows you to set up multiple withholding codes for employees who, for example, live in one state and work in another and need different withholdings drawn from their paycheck. To use the Tax Group function, you must first set up withholding codes.

Tax Groups Screen

Select **Tax Groups** from the Codes Maintenance menu. The function screen appears.



Inquiry

1. Enter the ID of the tax group you want to add or change.

   For the selected tax group ID, a description appears. If you are entering a new tax group, enter a description.

Command Bar

Append, Delete Tax Group, Tax Group

To add a line item, press **A**. Then see the **Append Tax Groups Screen** below.

Press **D** to delete the selected Tax Group.

Press **T** to change the Tax Group you want to work with.

Append Tax Groups Screen

	Field	Description
Inquiry	State	Enter the state for the employee's withholding code.
Inquiry	Locality	Enter the local withholding code, if any, for the employee.
Inquiry	Withholding Code	Enter the withholding code needed for the employee.

Press **Proceed** (**OK**) save your entries and to redisplay the Tax Groups screen.

When you are finished entering and editing deductions, use the **Exit** (**F7**) command to return to the Codes Maintenance menu.

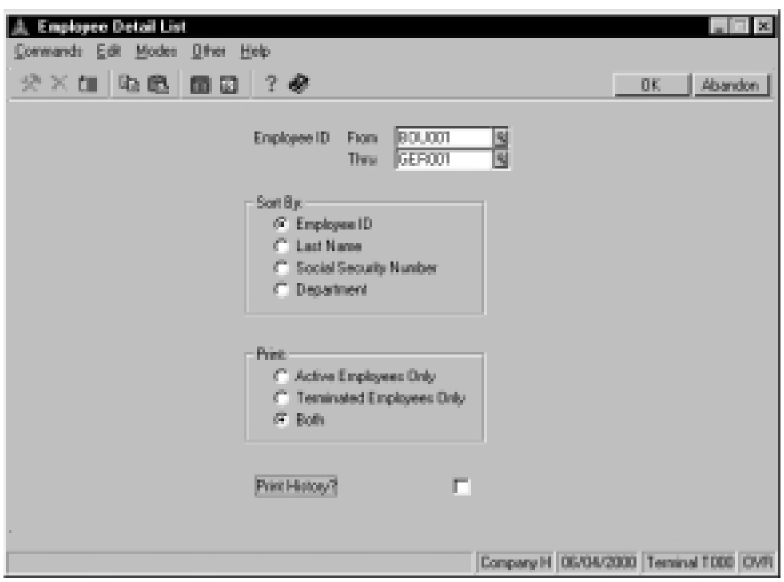
Master File Lists 12

Employee Detail List

The Employee Detail List shows the information that is on file for each employee, from basic personal data to quarter-to-date and year-to-date earnings and deductions. The information in the list comes from the PAEGxxx (Employee General Information), PADExxx (Employee Deductions), and PAESxxx (Employee Federal/State/Local Withholdings) files. If you print history, the following additional files are used: PAEDxxx (Employee Deduction History), PAEExxx (Employee Earnings History), PAEMxxx (Employee Miscellaneous History), and PAEWxxx (Employee Withholding History).

Employee Detail List Screen

Select **Employee Detail List** from the Master File Lists menu. The function screen appears.



Inquiry

1. Enter the range of employees you want to include in the list.

2. Select the order in which you want to organize the list.

3. Select the information you want to include in the list. You can include active employees, terminated employees, or both.

4. If you want the list to include employee history, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

   If you include employee history, the list will take up to three pages for each employee. If you do not include employee history, the list will take only one page for each employee.

5. Select the output device.

A sample Employee Detail List is at the end of this section.

After the list is produced, the Master File Lists menu appears.

Employee Detail List

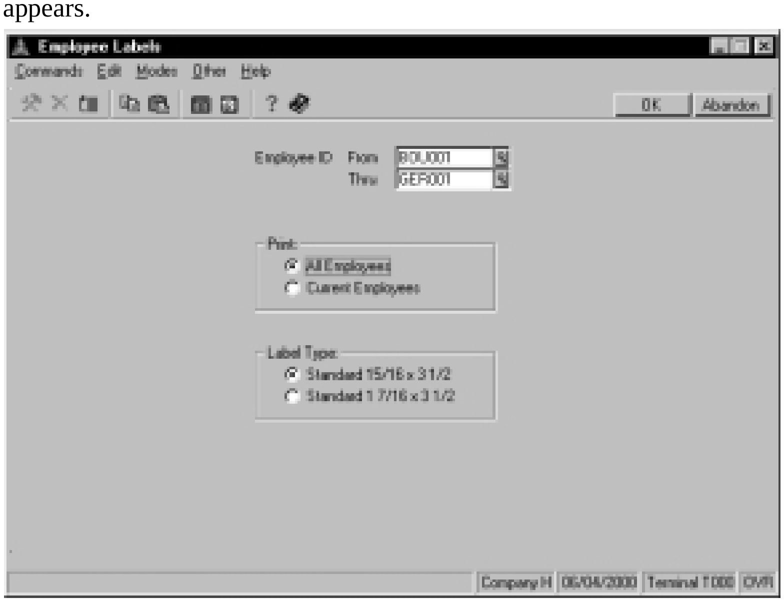
```
08/15/2001                                         Builders Supply                                        Page    1
11:34 AM                                         Employee Detail List
                                  By Employee ID For Both Active and Terminated Employees


BOU001 (Page  1)
  Bourne, Linda C                          SS#          459-30-1099              --------- Emergency Contact ---------
  501 N Hamilton Ave                         US Citizen                              Name             Jim Bourne
                                             Job Title     Admin. Asst.              Work Phone       (612)567-3319
                                             Supr ID       LUK001                    Home Phone       (612)555-1212
  Edina           MN 55435                   Supr Name     G. Lukas                  Relation         Husband
  (612)555-1212                              Last Review   11/11/2001
  Sex                          F             Next Review   11/12/1996                Degree Major
  EEO Class                    2             Last Chk Date
  Start Date          01/09/1988             Ins Coverage  Family/Blue Cross
  Birth Date          06/07/1954             User Label 2
  Term Date                                  User Label 3
  Adj Hire Date       01/09/1988
  Dept                    500              ---- Pay Rate Change Information ----    --------- Bonus Information ---------
  Labor Class               Prs            Date        Reason          Old Rate    Date       Reason                Amount
  Corp.Officer               N                                                                                        .00
  Seasonal Empl              N                                                                                        .00
  Type (H or S)              S                                                                                        .00
  Exempt From OT             N                                                                                        .00
  Adjust to Minimum          N                                                                                        .00
  Group Code                 1                                                                                        .00
  Pay Periods Per Year      12                                                                                        .00
  Salary               7500.00                                                                                        .00
  Hourly Rate
  Override Pay             .00               ---------------- User Defined Dates ----------------
  Check Location                             License                     User Date 06
  Work Phone     (   )   -                   Last Phys                   User Date 07
  Extension                                  Driver Lic                  User Date 08
  Sick Accrual Code         XX               User Date 04                User Date 09
  Vacation Accrual Code     XX               User Date 05                User Date 10  08/15/1994
  Remaining Sick Leave      96
  Remaining Vacation       119




457 Plan Distributions              .00                .00                .00                .00                .00
Nonqualified Plan Distrib.          .00                .00                .00                .00                .00
FICA Tips                           .00                .00                .00                .00                .00
Advanced EIC Payments               .00                .00                .00                .00                .00
Uncollected OASDI                   .00                .00                .00                .00                .00
Uncollected Medicare                .00                .00                .00                .00                .00
Tips Deemed Wages                   .00                .00                .00                .00                .00

DEDUCTIONS
  Medical Ins                      .00                .00                .00              16.95              16.95
  Dental  Ins                      .00                .00                .00              10.56              10.56
  Dues                             .00                .00                .00              45.00              45.00

End of Report
```

Employee Labels

Use the Employee Labels function to print mailing labels for checks, notices, newsletters, and so on, or to print the names and addresses of employees in a reference list. Information printed on labels comes from the PAEGxxx (Employee General Information) file.

Employee Labels Screen

Select **Employee Labels** from the Master File Lists menu. The function screen appears.



Inquiry

1. Enter the range of employees for which you want to produce labels.

2. Select the information you want to include in the labels. You can include all employees or only current employees.

3. Select the label size. The larger label size includes the third address line.

4. If you are printing mailing labels, make sure that they are mounted in the printer. When you press **Enter**, a test pattern is printed.

5. If the labels are aligned, select **Yes** (or enter **Y** in text mode); if not, adjust the printer and select **No** (or enter **N** in text mode) to print the test pattern again.

A sample employee list is at the end of this section.

After the labels are produced, the Master File Lists menu appears.

Employee Labels, standard size

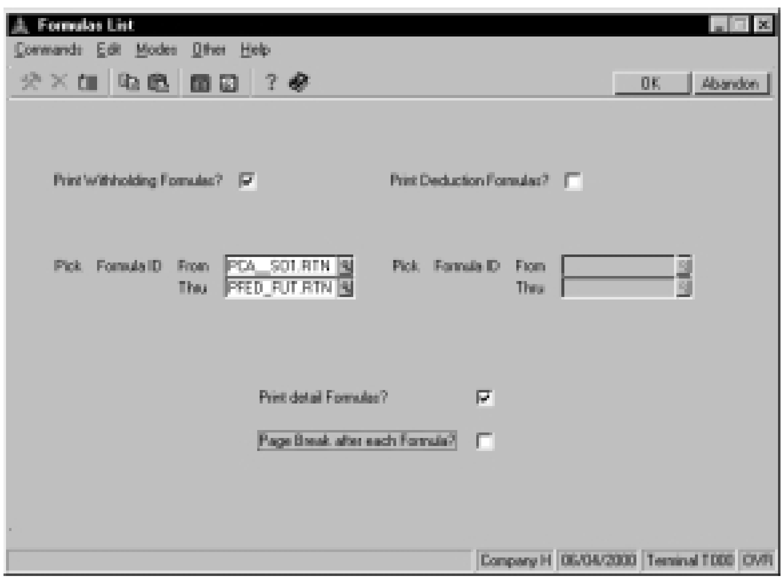
```
BOU001
Bourne, Linda C
501 N Hamilton Ave
Edina MN  55435


GER001
Gerard, Timothy G
13330 E 32nd Ave
Minneapolis MN  55055


JEN001
Jenkins, Kathy M
1200-24 Wright Blvd
Apt 402
Minneapolis MN  55055

JON001
Jonchim, Maria K
3321 W 52 Ave
Minneapolis MN  55055


LUK001
Lukas, George
4862 Sky View Dr
Plymouth MN  55427


ROS001
Rossini, Lucinda A
2285 West Lake Drive
Minneapolis MN  55055


STO001
Stockard, Albert W
9201 W. Broadway
St. Paul MN  55101
```

Formulas List

Use the Formulas List to review the deduction and withholding formulas set up through the Formula Maintenance function and stored in the PAFMHDR and PAFMLIN files.

Formulas List Screen

Select **Formulas List** from the Master File Lists menu. The function screen appears.



1. If you want to print withholding formulas, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

Inquiry

2. If you elected to print withholding formulas, enter the range of withholding formulas you want to include in the list.

3. If you want to print deduction formulas, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

Inquiry

4. If you elected to print deduction formulas, enter the range of deduction formulas you want to include in the list.

5. If you want to print detail formulas, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

6. If you want each formula to begin on a new page, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

7. Select the output device.

A sample Formulas List is at the end of this section.

After the list is produced, the Master File Lists menu appears.

Formulas List

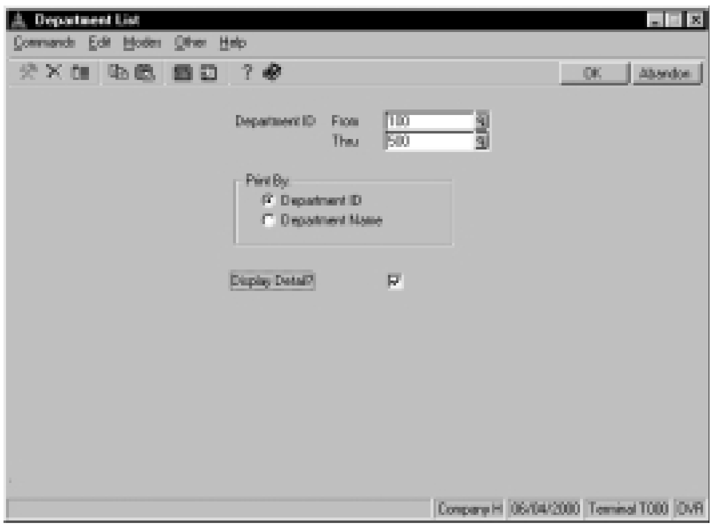
```
08/24/2001                                  Builders Supply                                  Page    1
3:43 PM                                       Formulas List


Formula ID     Description                                                         Factor 1     Factor 2     Factor 3
Line No. Type  Detail                                                              Factor 4     Factor 5     Factor 6
-------------------------------------------------------------------------------------------------------------------------
--------

PMN__SUI.RTN   Minnesota State Unemployment Ins.                                     .0000        .0000        .0000
                                                                                     .0000        .0000        .0000
001      N     TABLE2(1,1,RETVAL)
002      N     TABLE2(1,2,RETVAL)
003      N     TAXEARN+YTDEARNINGS
004      N     IF(LI002>LI003)TH(LI003)EL(LI002)
005      N     (LI004*LI001)/100
006      N     LI005-YTDWITHHOLDINGS
007      N     IF(LI006>TAXEARN)TH(TAXEARN)EL(LI006)
008      N     IF(LI007<0)TH(0)EL(LI007)

PMN__SWH.RTN   Minnesota State Withholding                                           .0000        .0000        .0000
                                                                                     .0000        .0000        .0000
001      N     TABLE(99999999.99,2,RETVAL)
002      N     LI001*EXEMPTIONS
003      N     IF(FIXEDEARN>0) TH (FIXEDEARN*FIXEDPCT)/100
004      N     TAXEARN-FIXEDEARN
005      N     (LI004*PAYPERIODS)-LI002
006      N     IF(LI005<0)TH(0)EL(LI005)
007      N     TABLE(LI006,1,RETVAL)
008      N     TABLE(LI006,2,RETVAL)
009      N     TABLE(LI006,3,RETVAL)
010      N     LI009*(LI006-LI007)/100
011      N     (LI010+LI008)/PAYPERIODS
012      N     LI011+LI003+EXTRAWH
013      N     IF(FIXEDWH>0) TH (FIXEDWH) EL (LI012)


08/24/2001                                  Builders Supply                                  Page    2
3:43 PM                                       Formulas List


Formula ID     Description                                                         Factor 1     Factor 2     Factor 3
Line No. Type  Detail                                                              Factor 4     Factor 5     Factor 6
-------------------------------------------------------------------------------------------------------------------------
--------


End of Report
```

Department List

Use the Department List to review the departments set up for your payroll application.

Department List Screen

Select **Department List** from the Master File Lists menu. This screen appears.



Inquiry

1. Select the range of departments you want to include in the report.
2. Select the print criteria.
3. Check the box to print the list in detail, or uncheck the box to print the list in summary.

A sample Formulas List is at the end of this section.

After the list is produced, the Master File Lists menu appears.

Department List

06/04/2000 Builders Supply Page 1
10:03 PM Department List

Dept. ID	Department Name	Type	Code		GL Account
100	WAREHOUSE	Earning	OVT		520000
		Earning	P01		520000
		Earning	P02		520000
		Earning	P03		520000
		Earning	P04		520000
		Earning	P05		520000
		Earning	REG		520000
		Earning	SAL		520000
		Earning	SIC		520000
		Earning	VAC		520000
		Withholding	FED	EME	520000
		Withholding	FED	EOA	520000
		Withholding	FED	FUT	520000
		Withholding	MN	SUI	520000
200	RETAIL SALES	Earning	OVT		510000
		Earning	P01		510000
		Earning	P02		510000
		Earning	P03		510000
		Earning	P04		510000
		Earning	P05		510000
		Earning	REG		510000
		Earning	SAL		510000
		Earning	SIC		510000
		Earning	VAC		510000
		Withholding	FED	EME	510000
		Withholding	FED	EOA	510000
		Withholding	FED	FUT	510000
		Withholding	MN	SUI	510000

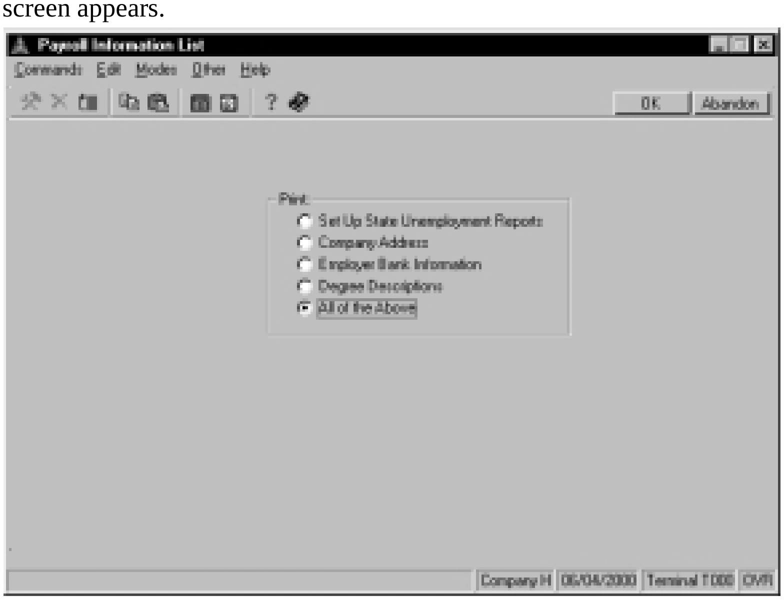
nd of Report

Payroll Information List

Use the Payroll Information List to review state unemployment report setup, company addresses, employer bank information, and degree descriptions set up through the Payroll Information function and stored in the PAINxxx (Payroll Information) file.

Payroll Information List Screen

Select **Payroll Information List** from the Master File Lists menu. The function screen appears.



1. Select the items you want to include in the list.
2. Select the output device.

A sample Payroll Information List is at the end of this section.

After the list is produced, the Master File Lists menu appears.

Payroll Information List

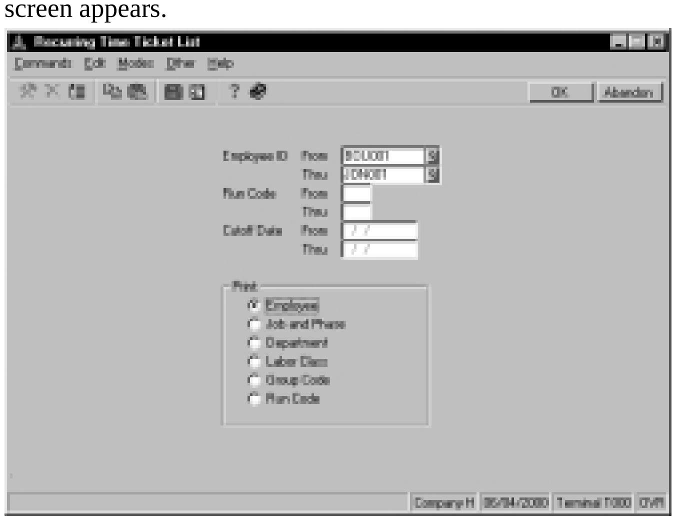
```
08/25/2001                                       Builders Supply                                        Page    1
6:52 AM                                      Payroll Information List

State Unemployment Report Setup
-------------------------------
 State CA
     Social Security No.   1
     Name                  2
     Total QTD Wages       4
     Excess QTD Wages      5
     Taxable QTD Wages     6
     Weeks Worked          3
 State MN
     Social Security No.   2
     Name                  1
     Total QTD Wages       4
     Excess QTD Wages      5
     Taxable QTD Wages     6
     Weeks Worked          3

Company Address
---------------
 Company Name    Builders Supply
 Address         6477 City West Parkway
                 Eden Prairie,MN 55344



Bank Account Information
------------------------
 Next Check #       1060

Degree Code  Description
------------------------
BSCE         Bachelors, Computer Eng.
BSCS         Bachelors, Computer Sci.


End of Report
```

Recurring Time Ticket List

Use the Recurring Time Ticket List to produce a list of the entries you made in the Recurring Entries function.

Recurring Time Ticket List Screen

Select **Recurring Time Ticket List** from the Master File Lists menu. The function screen appears.



Inquiry

1. Enter the range of employee IDs you want to include in the list.
2. Enter the range of run codes you want to include in the list.
3. Enter the range of cutoff dates you want to include in the list.
4. Select the order in which you want to print the list.
5. Select the output device.

A sample Recurring Time Ticket List is at the end of this section.

After the list is produced, the Master File Lists menu appears.

Recurring Time Ticket List

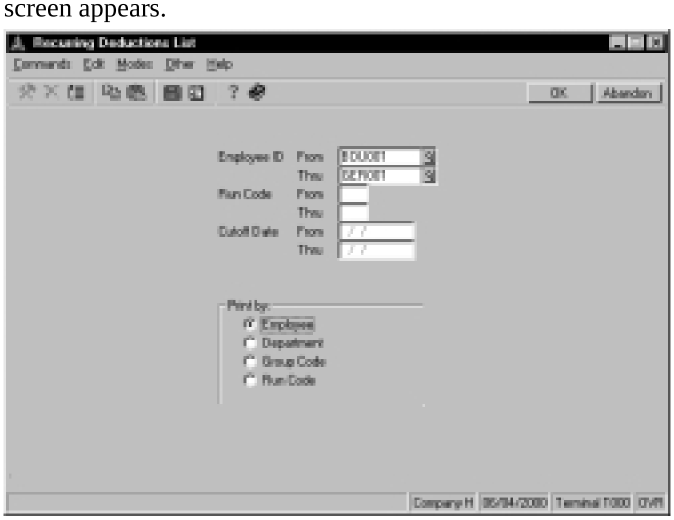
```
06/03/2001                                            Builders Supply                                       Page    1
1:09 PM                                           Recurring Time Ticket List
                                                        By Employee

Emloyee                    Type  Run Code    State Local Dept.  Job    Phase  Cost Class -----Earning-----          Rate        Pieces
ID     Name                Group Cutoff      Code  Code  ID     ID     ID     Code Seq.  Code Description          Hours        Amount
-------------------------------------------------------------------------------------------------------------------------------------

BOU001 Bourne, L C           S   1           MN          500                       Prs   SAL  Salaried Wage        .000             0
                             1   12/31/2001                                        000                            20.000           .00
BOU001 Bourne, L C           S   1           MN          500                  000  Prs   SAL  Salaried Wage        .000             0
                             1   12/31/2001                                        000                            40.000           .00
                                                                                                              -----------------------
                                                                        Pieces Totals                                               0
                                                                        SAL Salaried Wage                         60.000           .00
                                                                        Employee BOU001 Totals                    60.000           .00

JON001 Jonchim, M K          H   1           MN          501                  000  SEC   REG  Regular Pay          7.500             0
                             1                                                     000                            80.000        600.00
                                                                                                              -----------------------
                                                                        Pieces Totals                                               0
                                                                        REG Regular Pay                           80.000        600.00
                                                                        Employee JON001 Totals                    80.000        600.00
                                                                                                              =======================
                                                                                   Pieces Totals                                    0
                                                                                   REG Regular Pay                80.000        600.00
                                                                                   SAL Salaried Wage              60.000           .00
                                                                                   Grand Total                   140.000        600.00

End of Report
```

Recurring Deductions List

Use the Recurring Deductions List function to produce a list of deductions used in the Recurring Entries function and the withholdings and amounts for the deductions.

Recurring Deductions List Screen

Select **Recurring Deductions List** from the Master File Lists menu. The function screen appears.



Inquiry

1. Enter the range of employee IDs you want to include in the list.
2. Enter the range of run codes you want to include in the list.
3. Enter the range of cutoff dates you want to include in the list.
4. Select the order in which you want to organize the list.
5. Select the output device.

A sample Recurring Deductions List is at the end of this section.

After the list is produced, the Master File Lists menu appears.

Recurring Time Ticket List

```
06/03/2001                                          Builders Supply                                        Page    1
1:10 PM                                        Recurring Deductions List
                                                      By Employee

Employee                   Type Group Run Cutoff     Dept.  -----Deduction---       Hours      Amount  Note
ID     Name                                                 Code Description
------------------------------------------------------------------------------------------------------------------------------------

BOU001 Bourne L C            S   1    1              500    001  Medical Ins        .000       50.00
                                                            -----------------------------------------
                                                            001  Medical Ins        .000       50.00
                                                            Emp. BOU001 Totals      .000       50.00

                                                            =========================================
                                                            001  Medical Ins        .000       50.00
                                                            Grand Total             .000       50.00

End of Report
```

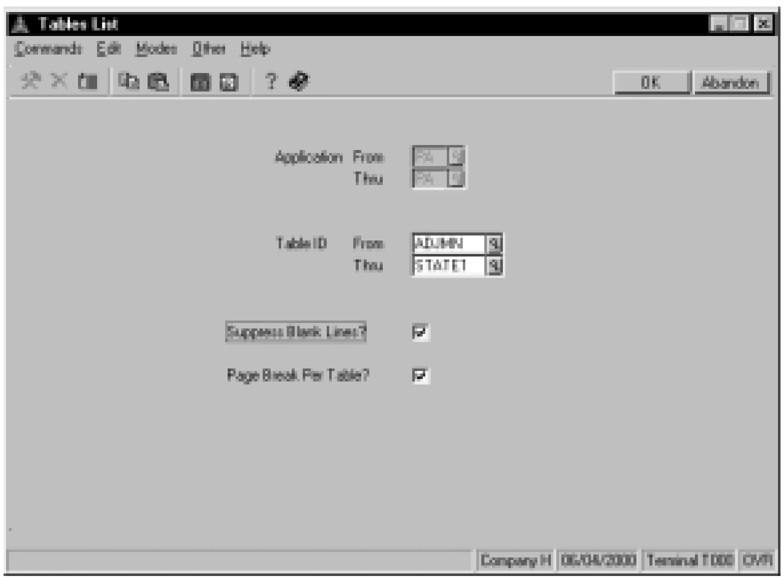
Tables List

The Tables List shows the number of columns, column length and type, and data for any or all Payroll tables.

Use the Tables List to review information entered into the Payroll tables through the Tables function and stored in the PATBxxx file.

Tables List Screen

Select **Tables List** from the Master File Lists menu. The function screen appears.



The default in the Application From/Thru fields is PA. You cannot produce a Tables List for other applications from this function in Payroll. To produce a Tables List for another application, refer to the appropriate user's manual or see the *Resource Manager User's Manual*.

Inquiry

1. Enter the range of tables you want to include in the list.

2. If you want blank lines to be printed in the list, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

3. If you want to print each table on a separate page, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

4. Select the output device.

A sample Tables List is at the end of this section.

After the list is produced, the Master File Lists menu appears.

Tables List

```
08/25/2001                      Builders Supply                    Page    1
7:05 AM                           Tables List
                                    Payroll

  Table ID ADJMN      Description Adjust to Minimum Wage Earning Code
  No. of Columns   1  Column Length   12    Type  A

 Adjust Code
 ------------
 RG1


  Table ID FREQH      Description Frequency of Hours/Pay Period/Group Cd.
  No. of Columns   2  Column Length   12    Type  N

 GROUP CODE   HOURS/PERIOD
 ------------ ------------
          .00        86.66
         1.00       173.33
         2.00        80.00
         3.00        40.00
         4.00       173.33
         5.00        86.66
         6.00        80.00
         7.00        40.00
         8.00       200.00
         9.00       100.00
          .00          .00
          .00          .00
          .00          .00
          .00          .00
          .00          .00
          .00          .00
          .00          .00
          .00          .00
          .00          .00
          .00          .00
          .00          .00


  Table ID GLDEP      Description General Ledger Default Department Accts.
  No. of Columns   2  Column Length   12    Type  A

 Type         GL Acct
 ------------ ------------
 Earnings     1000

  Table ID VACXX      Description Vacation Pay Accruals Table
  No. of Columns   4  Column Length   12    Type  A

 UP TO YEAR   HRS/HRS WKD  MAX HOURS    MIN ACCRUAL
 ------------ ------------ ------------ ------------
 1            0            160          0
 3            .0417        160          6.67
 5            .0626        160          10.016
 99           .0834        999          13.3334


*** End of Report ***
```

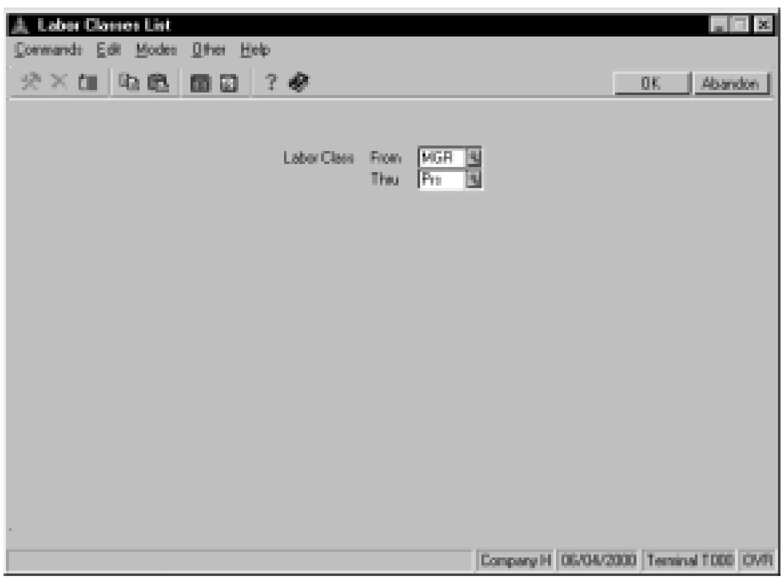
Master Codes List 13

Labor Classes List

The Labor Classes List shows the labor classes and descriptions stored in the PALCxxx (Labor Class) file. You set up labor classes in the Labor Classes function. Use the list as a reference or to check your entries.

Labor Classes List Screen

Select **Labor Classes List** from the Master Codes Lists menu. The function screen appears.



Inquiry

1. Enter the range of labor classes you want to include in the list.

2. Select the output device.

A sample Labor Classes List is at the end of this section.

After the list is produced, the Master Codes Lists menu appears.

Labor Classes List

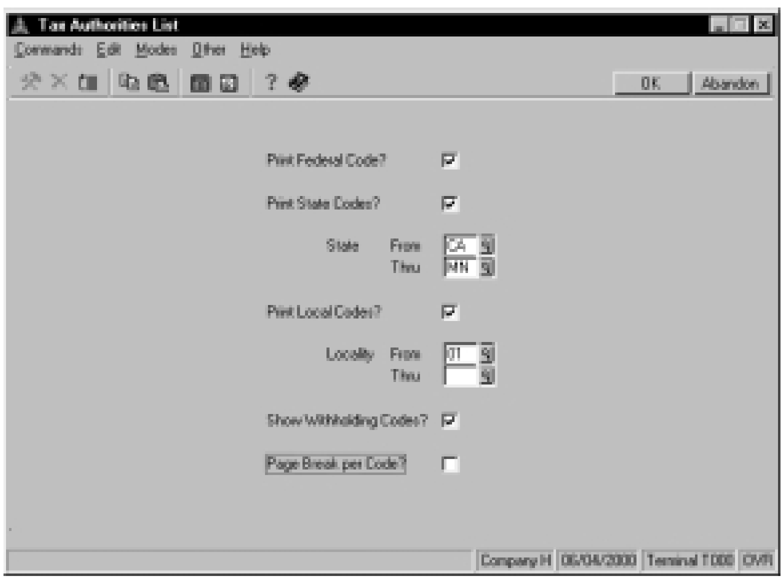
```
08/24/2001                    Builders Supply                   Page    1
1:53 PM                      Labor Classes List


Labor Class   Description
-----------------------------------------------------------------------------
MGR           Manager
Prs           President
SEC           Secretary
SHP           Shipping
VP            Vice President

End of Report
```

Tax Authorities List

The Tax Authorities List shows the federal, state and local codes and descriptions stored in the PACO (Codes) file. You set up federal, state and local codes in the Tax Authority Setup function. Use the list as a reference or to check your entries.

Tax Authorities List Screen

Select **Tax Authorities List** from the Master Codes Lists menu. The function screen appears.



1. If you want the list to include federal codes, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

2. If you want the list to include state codes, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

Inquiry

3. If you elected to include state codes, enter the range of states you want to include in the list.

4. If you want the list to include local codes, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

Inquiry

5. If you elected to include local codes, enter the range of localities you want to include in the list.

6. If you want the list to include withholding codes, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

7. If you want each code to begin on a new page, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

8. Select the output device.

A sample Tax Authorities List is at the end of this section.

After the list is produced, the Master Codes Lists menu appears.

Tax Authorities List

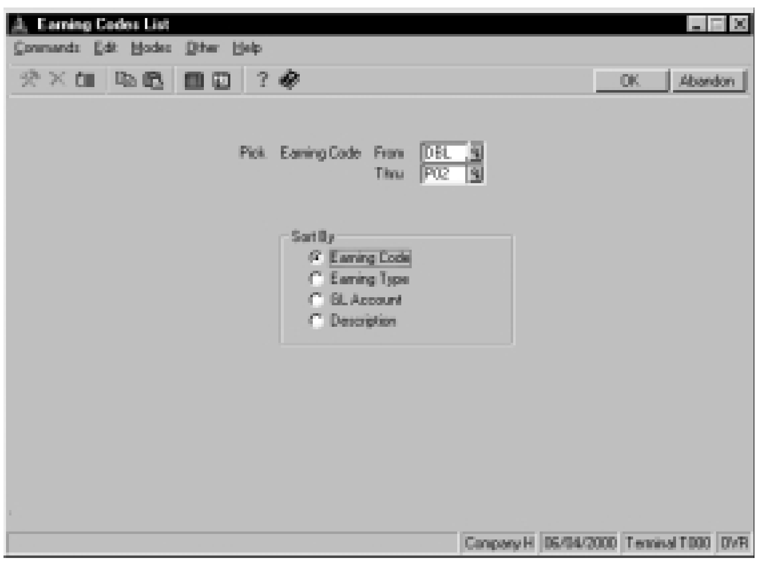
```
09/16/2001                                                 Builders Supply                                      Page    1
1:13 PM                                                  Tax Authorities List

                                                  ---Employee Tax Information---  --- Employer Tax Information---
State     Locality  Description                   Code  Formula       Table ID    Code  Formula       Table ID
------------------------------------------------------------------------------------------------------------------------------------

FED                 Federal Withholdings          FWH   PFED_FWH.RTN  FEDM        EOA   PFED_EOA.RTN  FICA
                                                  OAS   PFED_OAS.RTN  FICA        EME   PFED_EME.RTN  FICA
                                                  MED   PFED_MED.RTN  FICA        FUT   PFED_FUT.RTN  FUTA
                                                  EIC   PFED_EIC.RTN  EIC

MN        01        Minneapolis                   LO1   PMN01LO1.RTN


End of Report
```

Earning Codes List

The Earning Codes List shows the earning codes and descriptions stored in the PAECxxx (Earning Codes) file. You set up earning codes in the Earning Codes function. Use the list as a reference or to check your entries.

Earning Codes List Screen

Select **Earning Codes List** from the Master Codes Lists menu. The function screen appears.



Inquiry

1. Enter the range of earning codes you want to include in the list.
2. Select the order in which you want to print the list.
3. Select the output device.

A sample Earning Codes List is at the end of this section.

After the list is produced, the Master Codes Lists menu appears.

Earning Codes List

```
08/24/2001                                   Builders Supply                                       Page    1
2:50 PM                                     Earning Codes List
                                             By Earning Code
```

Earn. Code	Description	Include in Net?	Fixed WH	Earn. Type	GL Account	Multiplier	Add to Base
DBL	Double Time	YES	NO	O	202000	2.0000	.00
OVT	Overtime Pay	YES	NO	O	202000	1.5000	.00
P01	Bonus	YES	YES	M	202000	1.0000	.00
P02	Travel Exp	YES	NO	M	202000	1.0000	.00
P03	Cash Value	NO	NO	F	202000	1.0000	.00
P04	Commissions	YES	NO	M	202000	1.0000	.00
P05	Rpt Tips	NO	NO	T	202000	1.0000	.00
REG	Regular Pay	YES	NO	R	202000	1.0000	.00
SAL	Salaried Wage	YES	NO	R	202000	1.0000	.00
SIC	Sick Pay	YES	NO	S	202000	1.0000	.00
VAC	Vacation Pay	YES	NO	V	202000	1.0000	.00

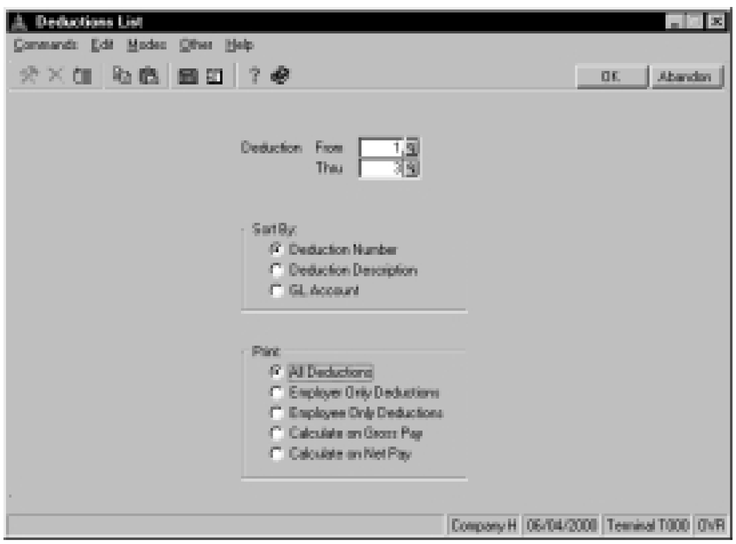
End of Report

Deductions List

The Deductions List shows the deduction codes and descriptions stored in the PADExxx (Employee Deductions) file. You set up deductions in the Deductions function. Use the list as a reference or to check your entries.

Deductions List Screen

Select **Deductions List** from the Master Codes Lists menu. The function screen appears.



Inquiry

1. Enter the range of deductions you want to include in the list.
2. Select the order in which you want to print the list.
3. Select the items you want to include in the list.
4. Select the output device.

A sample Deductions List is at the end of this section.

After the list is produced, the Master Codes Lists menu appears.

Deductions List

08/24/2001 Builders Supply Page 1
2:36 PM Deductions List
By Deduction Number
All Deductions

Number	Description	GL Account	Liability Acct	Deferred Comp.?	Employer Paid?	Calculate On?
1	Medical Ins	535000		NO	NO	Gross Pay
2	Dental Ins	535000		NO	NO	Gross Pay
3	United Way	204000		NO	NO	Gross Pay
4	Credit Union	999900		NO	NO	Gross Pay
5	Dues	999900		NO	NO	Gross Pay
6	401K	205000		YES	NO	Gross Pay
7	IRA Plan	200000		NO	NO	Gross Pay
8	Parking	801000		NO	NO	Gross Pay
9	Cash Advance	101000		NO	NO	Gross Pay
10	Stock Plan	205000		NO	NO	Gross Pay
11	Uniform	801000		NO	NO	Gross Pay

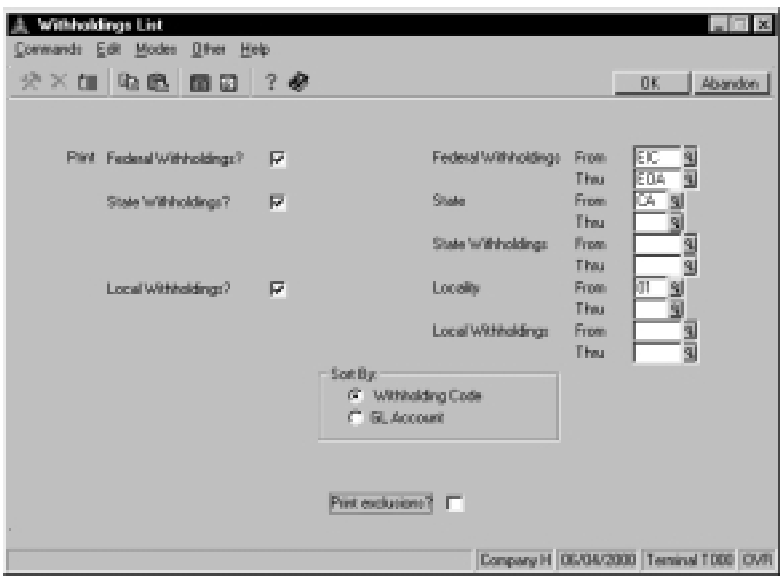
End of Report

Withholdings List

The Withholdings List shows the withholding codes and descriptions stored in the PAWIxxx (Withholdings) file. You set up withholdings in the Withholdings function. Use the list as a reference or to check your entries.

Withholdings List Screen

Select **Withholdings List** from the Master Codes Lists menu. The function screen appears.



1. If you want the list to include federal withholdings, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

Inquiry

2. If you elected to include federal withholdings, enter the range of federal withholdings you want to include in the list.

3. If you want the list to include state withholdings, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

Inquiry

4. If you elected to include state withholdings, enter the range of states you want to include in the list. Then enter the range of state withholdings you want to include in the list.

5. If you want the list to include local withholdings, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

Inquiry

6. If you elected to include local withholdings, enter the range of localities you want to include in the list. Then enter the range of local withholdings you want to include in the list.

7. Select the order in which you want to print the list.

8. If you want the list to include exclusions, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

9. Select the output device.

A sample Withholdings List is at the end of this section.

After the list is produced, the Master Codes Lists menu appears.

Withholdings List

```
08/24/2001                                                  Builders Supply                                               Page    1
3:07 PM                                                   Withholdings List
                                                         By Withholding Code

Withholding
Auth. Code    Description      GL Account   Liability Acct.  Fixed Pct.  Tax ID             Employer WH?  Weeks Worked Limit
-----------------------------------------------------------------------------------------------------------------------------------

FED  - EIC    Earned Income                                       7.00                          NO

FED  - EME    Emplyr FICA      203200       530000                 .00                          YES

Exclusions
----------
Earning Code P02 - Travel Exp

FED  - EOA    Emplyr FICA      203200       530000                 .00                          YES

Exclusions
----------
Earning Code P02 - Travel Exp

FED  - FUT    Unemp Ins        203600       530000                 .00                          YES

Exclusions
----------
Deduction    006 - 401K
Deduction    010 - Stock Plan
Earning Code P02 - Travel Exp

FED  - FWH    Federal WH       203000                            20.00  77-7777777              NO

Exclusions
----------
Deduction    006 - 401K
Deduction    010 - Stock Plan
Earning Code P02 - Travel Exp

FED  - MED    Emplye FICA      203200                              .00                          NO

Exclusions
----------
Earning Code P02 - Travel Exp

FED  - OAS    Emplye FICA      203200                              .00                          NO

Exclusions
----------
Earning Code P02 - Travel Exp

End of Report
```

System Messages A

Messages on the screen or in a report indicate an error or tell you how to enter data or what is happening in the function you are using. Self-explanatory messages are not listed.

A bank account is required.

You must enter a bank account ID if Payroll is interfaced with Bank Reconciliation.

Access to File Maintenance denied.

Your access code is not set up to use the **Maintenance** (**F6**) command in this field. You must be set up to access the File Maintenance function associated with this field.

Bank account ID xxxxxx not found.

The bank account ID you entered (if Payroll is interfaced with Bank Reconciliation) is not on file. Enter a different ID, or use the **Inquiry** (**F2**) command to look up and select the ID from the list that appears.

Basic Error = *nn* LINE = *nnn* Program = *xxxxx*

A serious error has occurred. Write down the information that is displayed and get help from a support technician.

Cannot define file.

The Payroll system cannot create the work file it needs for magnetic media production. Make sure that enough disk space is available and that the directory you specified exists. If the problem persists, get help from a support technician.

Cannot delete during inquiry.

The functions on the Employee Inquiry menu are read-only. To delete employee records, you must have access to the appropriate File Maintenance functions.

Cannot delete employee with history.

Before you can delete an employee record that has quarter-to-date and/or year-to-date balances in reported earnings or tax withholdings, you must change the balances to zero through the Employees function (page 10-3). Print W-2s for the employee before you delete the record.

Records of terminated employees are deleted automatically during year-end processing.

Cannot find last-year files for this company. You must run the year-end maintenance function.

There are no last-year data files for the company. Press **Enter** to return to the Main menu. Then do periodic maintenance (page 9-51).

Cannot find *(table name)* table.
Cannot find *(table name)* tax table.

The system cannot find the table shown in this message. Use the Tables (page 10-71) or the Tax Tables (page 10-87) function to set up the tables.

Check has already been voided from Bank Reconciliation. Cannot void.

If you have not posted, you can remove the voided check from Bank Reconciliation.

Check history is not implemented.

You cannot print the Check History Register or use the Void Checks function because you did not elect to save check history in the Resource Manager Options and Interfaces function; the file contains no history. Use the Options and Interfaces function to elect to save check history.

Check was not found in BRTRx file. Cannot void.

If Payroll is interfaced with Bank Reconciliation, the check you want to void must be in the BRTRx (Transactions) file before it can be voided.

Checks file is empty.

You cannot print payday reports if the PACHxxx (Checks) file is empty. Return to the Payday Work menu and select the Calculate Checks function.

Code is not set up in PACO file.

Federal, state, and local tax codes must be set up in Tax Authority Setup function (page 11-5).

Cost code has a type other than labor.

You must enter a cost code with a type of *labor* for the job and phase if Payroll is interfaced with Job Cost.

Diskette contains file(s), directory, or label.

The diskette you want to use for W-2 magnetic media has some files on it or contains a disk label. Use a blank, formatted disk that does not have a label. See page 9-31 for instructions and information about accepted formats.

Division ID not allowed.

You must enter a department ID, not a division ID, for the employee.

Drive not available.

The disk drive ID you entered is not available on your system. Press **Enter** and enter a different drive ID. If this message appears when you enter the correct drive ID, get help from a support technician.

Employee *(ID)* not found.

Before you can enter history for an employee, you must use the Employees function (page 10-3) to set up a record for the employee.

FICA table not found in PATX table.

You must build this table in the Tax Tables function (page 10-87).

(file name) for version 4.x could not be found. Unable to continue with conversion. (filename) source file not found. Unable to continue with conversion.

Check the directory you are working in and copy the necessary file into the new directory. See chapter 2 for more information about conversion.

FWH record missing from PAWIx file. Cannot assign employer tax ID.

These codes must be entered in the Withholdings function (page 11-23).

GL account xxxxxxxxxxxx is not on file.

If Payroll is interfaced with General Ledger, you must enter the correct account number or add the account to General Ledger.

GLDEPx table was not found in *xxxxxx.*

You have posted new entries to the PADPxxx (Department) file, but no general ledger account has been specified with the department. If the new entries do not exist in the department, entries are posted to a default general ledger account. If you do not want entries posted to the default account, you must select a different account.

Invalid period conversion table.

The CNVTxxx table for the company is invalid (for example, because you are on a quarterly system and you have not updated the table with corresponding data for the next quarter). Use the Resource Manager Period Setup function to make corrections.

Invalid quarter in PACTLx table.

The current quarter you entered in the PACTLxxx table is invalid. Use the Tables function (page 10-71) to correct the table. Valid quarters are 1, 2, 3 or 4.

Job has phases.

If you try to add a payroll transaction for an employee and use the **Inquiry** (**F2**) command to select a job, you must enter the phase associated with that job.

Last-year data files not found for company X.

The last-year data files have been erased manually or by closing them.

Must build *(table name)* table first.

You must build the table shown in this message before you can use this function.

No check on file for employee xxxxxx.

You must calculate checks before printing. Use the Calculate Checks (page 6-3) or the Manual Checks (page 6-9) function.

You might also see this message if you try to edit an accrual for an employee who does not have a check on file. You must use the Calculate Checks or the Manual Checks function.

No tax information located for this employee.

You must enter this information on the Employees Tax Information screen (page 10-16).

NOTE: Check history is not implemented for this company. The record of federal tax liability might be incorrect.

The PAHCxxx (Check History) file may not be present; it is required to provide complete information in 941 reports.

Option for Transaction History is not in use. Transactions will not be re-created in Transaction file.

You did not elect to save payroll transaction history in the Resource Manager Options and Interfaces function.

Quarter-end processing not valid in quarter 4. Use year-end processing instead.

You cannot use the Quarter-End Maintenance function if the current quarter in the PACTLxxx table is *4*.

Record is in use.

Someone else is using the record you are trying to access. Press **Enter** to try again.

SUI record for state xx not found.

The SUI record in the PAINxxx (Payroll Information) file is not on file for the selected state. Build the table through the Payroll Information function (page 10-57) or restore it from a backup, and try again.

The federal tax authority was not found in the PACO file.

You must enter this information in the Tax Authority Setup function (page 11-5).

**This function is not allowed with last-year data files.
Switch to current-year files first.**

If you are trying to use a function that cannot be used with last-year data files, switch to the current-year files.

Transaction history is not implemented.

You cannot print the Transaction History Report if you did not elect to save history in the Resource Manager Options and Interfaces function. Use the Options and Interfaces function to elect to save transaction history.

Unable to create sort file.

You may not have permission set up on your network.

Unable to find original transactions in transaction history. Transactions will not be re-created in Transaction file.

If the original transactions are not found in the PATHxxx (Transaction History) file on a calculated check, transactions will not be re-created.

User-defined field record ‘USRDD’ not found in PATB file.
User-defined field record ‘USRDF’ not found in PATB file.

These user-defined files must be set up in the Tables function (page 10-71).

Warning: GLDEPx table was not found in PATB. New department entries needing GL accounts will not have GL accounts.

You must build this table in the Tables function. (See page 10-71 for information about the GLDEPxxx table.)

W2CODE was not found in PATB.

You must set up this table in the Tables function (page 10-71) before you print W-2s.

Year-end processing not valid in quarters 1 - 3.

You can use the Year-End Maintenance function only if the current quarter in the PACTLxxx table is *4*.

You must set up codes for federal withholdings first.

You must set up federal withholdings codes in the Tax Authority Setup function (page 11-5).

You must set up TCALCx table before using time card calculator.

You must set up this table in the Tables function.

Common Questions B

These commonly asked questions about the Payroll system are divided into the following categories: Installation and Setup, Daily Work, Payday Work, and Periodic Processing.

Installation and Setup

How do I set up worker's compensation codes?

Follow these steps to set up worker's compensation codes:

1. In the Tax Authority Setup function (see page 11-5), enter **State** as the tax authority.

2. Enter the state code.

3. Press the **Tab** key to move to the Employer Contribution Codes screen.

4. Press **A** to append the code you will use (for example, WKC).

5. Enter the formula name you will use (for example, PMN_ _WKC.RTN. The formula name must follow this format and have the extension .RTN.

6. Enter the table ID, if necessary (for example, WKCMN).

7. Use the **Exit** (**F7**) command to return to the File Maintenance menu.

8. In the Withholdings function, select the state tax authority and the tax code you entered for worker's compensation. (See page 11-23 for information on how to proceed with setting up the withholding.) When you have finished setting up the withholding, exit to the File Maintenance menu.

9. In the Formula Maintenance function, use the formula ID name you used in the Tax Authority Setup function. (See page 10-89 for information on how to proceed with setting up the formula.)

There are many ways to calculate worker's compensation. Depending on your state, the formula could be based on labor class or sex. Contact your state tax authorities for more information.

How do I use multistate or multilocal taxes?

Use the Tax Information screen in the Employees function (see page 10-3) to add states and localities for which the employee may need withholdings. When you enter or edit transactions in the Payroll Transactions function (see page 5-3), specify the states and localities for the employee's withholding. If you use the Manual Checks function (see page 6-9) to calculate checks, specify the states and localities on the first and third manual checks screens.

Why are my departments and my employee history blank?

You have not posted to departments or employee history. You can set up entries for employees and departments, but the system automatically adds entries in the Post Transactions and Post Checks functions.

How can I set up a 401(k) match?

In the Deductions function, enter the employer deduction code. Then use the Employees Salary Information screen (see page 10-3) to add the deduction code. (For information on deductions, see page 11-17.)

How can I exclude earning codes from deductions?

In the Deductions function, select the appropriate deduction number and then select the earning code(s) you want to exclude.

I have an employee (for example, a minister) whom I need to exclude from withholdings. How do I handle that?

In the Employees function (see page 10-3), select the employee you want to exclude from withholdings. On the Tax Information screen, use the Withholding setup command and select the withholdings you want to exclude.

Daily Work

Can I enter time tickets for a salaried employee?

Yes, in the Payroll Transactions function (see page 5-3). You cannot enter a time ticket that will exceed a salaried employee's wage. The system warns you if a posted or unposted amount exceeds the employee's wage.

Can I enter one day in the time card calculator and have that day repeat for the rest of the week?

Yes. In the Payroll Transactions Time Card Entry window (see page 5-3), you can enter an employee's time in and time out five times.

Can I pay an employee a vacation and a bonus check in the same pay period?

Yes. If you need separate checks, you can change the sequence number in time ticket entry or enter separate manual checks. The system accounts for multiple checks in the PACHxxx (Checks) file when calculating withholdings and declining balance deductions.

Payday Work

How can I void a check?

You can void only checks that have been posted. If the check has already been posted, use the Void Checks function (see page 6-33).

To void a manual check that you have not posted, you must delete the check through the Manual Checks function (see page 6-9).

To void a calculated check, you must post checks (see page 6-63). Then use the Void Checks function to void it, or enter negative time tickets in the Calculate Checks function (see page 6-3) and recalculate checks.

You cannot delete a calculated check because those earnings have already been posted to the departments.

Can I void a check from a previous version of Payroll?

No, because this version of Payroll contains additional information that previous versions of Payroll did not have.

What happens if I delete or void a separate bonus check for an employee? Is the other check recalculated?

The other check is not recalculated, but you can use the Calculate Checks function (see page 6-3) or the Manual Checks function (see page 6-9) to recalculate the deductions and withholdings on the check.

Periodic Processing

How do I print periodic quarterly reports for previous quarters?

On the report function screen, enter the quarter number for which you want to produce the report.

Why aren’t federal withholdings printing on my W-2s?

If you have multistate employees or if you have additional deferred compensation or local withholdings that will not fit on one W-2 form, a second W-2 form might be printed. Federal guidelines specify that the federal earnings information be printed on only one W-2 form.

About Formulas C

The Payroll system uses formulas to calculate deductions and withholdings based on earnings and/or tables. You can use variables for numbers such as year-to-date amounts, gross earnings, and so on, which you can manipulate using operations and functions, much like a spreadsheet program. You can also look up tax rates and other variable factors in tax tables.

A summary of valid variables, operations, and functions is below. If you are new to formulas or if you need to review them, you will find several examples at the end of this appendix.

The fields and commands available on the Formula Maintenance screen are described on page 10-90.

Summary of Variables, Operations and Functions

Below is a summary of the variables, operations, and functions you can use in setting up deductions and withholdings.

Variables

You can use positive or negative numbers (constants) in formulas. You can also use these variables in place of the numbers:

Variable	Description
ADJEARN	Adjusted earnings for net pay deductions.[1]
ADJHR	Adjusted hours (minus exclusions).
ADJMIN$	Adjust to minimum wage flag.

Variable	Description
ADJSUIEARN	Total SUI earnings before the Self Adjust Month changed.
ADJSUIWITH	Total SUI withholdings before the Self Adjust Month changed.
DEDEXCL	Total amount of deductions exclusions.
DEDUCTIONTOT	Total deductions for the current check.
EARNEXCL	Total amount of earnings excluded.
EICCODE$	EIC code for each employee (N, E, or B).
EMPFICAWH	Employee FICA Contribution (OASDI and Medicare).
EXEMPTIONS	Number of exemptions per employee; taken from the PAESxxx file.
EXTRAWH	Extra withholdings for the employee; taken from the PAEGxxx file.
FEDWITH	Total employee federal withholdings (including OASDI, Medicare, and EIC).
FIXEDEARN	Total fixed earnings for the employee; taken from the earning codes.
FIXEDPCT	Fixed percent for the withholding; taken from the PAWIxxx file.
FIXEDWH	Fixed withholding amount; taken from the PAEGxxx file.
FWHWITH	Employee federal withholdings (not including OASDI, Medicare, and EIC).
GRANDTOTEARN	Total gross earnings, not including earnings that are not included in net pay.
GRANDTOTGROSS	Total gross earnings, including all earnings.
HOURS	Total hours worked.
LOCALWITH	Total employee local withholdings.
MINWAGE	Minimum wage.

Variable	Description
PAYPERIODS	Total pay periods for the year; taken from the PAEGxxx file.
PERIODCODE	Current deduction run code for the group code the current employee is in.
REGHRS	Regular hours worked, not including sick and vacation hours.
STATEWITH	Total employee state withholdings.
TAXEARN	Taxable earnings per tax authority (total earnings minus all exclusions).
TIPS	Tips accumulated for the employee.
TOTEARN	Total earnings.
UNCOLMED	Year-to-date uncollected Medicare.
UNCOLOASDI	Year-to-date uncollected OASDI.
YTDEARNINGS	Year-to-date earnings for the withholding.
YTDFICATIPS	Year-to-date FICA tips (used in employee OASDI to figure FICA tips).
YTDTIPS	Year-to-date tips deemed as wages (used in employer OASDI adjustments).
YTDWITHHOLDINGS	Year-to-date withholdings for the withholding.

1. For Gross, ADJERN is set to the same amont as GRANDTOTGROSS, minus any earning code exclusions that may exist for that deduction. For Net, ADJERN is set to GRANDTOTEARN. Then DEDUCTIONTOT, FEDWITH, STATEWITH, and LOCALWITH are subtracted to account for all withholdings up to that point. So if you have two net pay deductions, the first one is calculated and that amount is added to DEDUCTIONTOT. The second deduction will follow the same process, with DEDUCTIONTOT having the updated deduction total from the previous net pay deduction.

Formula Factors

Formula factors are variables used to change the base rate in a formula without changing the formula. Each formula can have six factors. Factors can be used in formula lines by entering **FC*n*,** where *n* is the number of the factor.

For example, you can set up a formula that multiplies taxable earnings by a percentage. The formula can be one line long: TAXEARN * FC1. If you set factor one to .05, the employee's taxable earnings will be multiplied by five percent. Later you can change the factor or override it in the employee record.

Formula factors can be overridden for deductions on the Employees Salary Information screen (see page 10-3) or for withholdings on the Employees Tax Information screen (see page 10-87).

Formula Lines

Each line of a formula sets the value of a variable **LI*nnn*** (*nnn* is the line number). Lines are calculated in sequential order: line LI001 is calculated before LI002 and so on. You can use the results of previous lines with other variables in later formula lines. The result of the entire formula is the result of the last line you defined.

Operations

Formulas are calculated line by line. Calculations in a line proceed according to the standard order of mathematical operations: numbers are multiplied, then divided, then added, and finally subtracted.

Below is a table of the valid operations and the order in which they are performed (1 = performed first, 5 = performed last).

Operator	Priority	Description
–	1	Negative Sign
^	2	Exponentiation
*	3	Multiplication

Operator	Priority	Description
/	3	Division
+	4	Addition
–	4	Subtraction
=	5	Equal to
<>	5	Not equal to
>	5	Greater than
<	5	Less than
>=	5	Greater than or Equal to
<=	5	Less than or Equal to

Calculations are performed in the order listed in the table above, from left to right. To change the calculation order, use parentheses to group parts of the formula together. Calculation is done from the innermost set of parentheses to the outermost set.

Functions

You can use two types of functions when constructing formulas: Tables Lookup and Conditionals. Both are explained below.

Tables Lookup

Use the TABLE and TABLE2 functions to look up items in tax tables.

Use the TABLE function to look up information in a tax table that is arranged gradationally. The format for the command is **TABLE (*x*, *y*, RETVAL)**, where *x* is the line (or gradation) in the tax table and *y* is the column number. (RETVAL is a BB^{x} command and must be included in a TABLE function.) The tax table the TABLE function goes to is specified in the Tax Authority Setup function (see page 11-5).

For example, you set up withholding SWH for the state of Minnesota. The withholding has a formula assigned to it and refers to tax table STXMNM. In the formula, you use the command **TABLE (30000, 2, RETVAL).** The system looks at the first column of the tax table until it finds a gradation greater than 30000. It then goes to the line *before* that one and returns the value found in the second column of that line.

You can also use variables in table lookups. You can, for example, use a variable calculated in a previous line to find the gradation in a tax table—for example, TABLE (LI002, 2, RETVAL).

You can use only one table lookup for a formula line.

Use the TABLE2 function to look up information in a tax table that is *not* arranged gradationally. The format for the command is **TABLE2 (*x, y,* RETVAL)**, where *x* is the row in the tax table and *y* is the column number. (RETVAL is a BB^{x} command and must be included in a TABLE2 function.) The tax table the TABLE2 function goes to is specified in the Tax Authority Setup function.

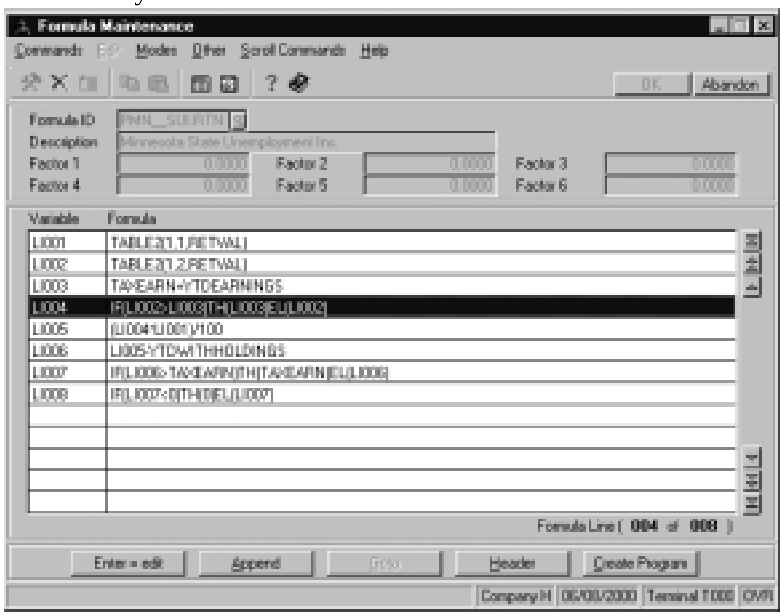
For example, you set up withholding SUI for the state of Minnesota. The withholding has a formula assigned to it and refers to tax table SUTMN. In the formula, you use the command **TABLE2 (1, 2, RETVAL).** The system returns the value found in the first row and second column of the tax table.

You can also use variables in table lookups. You can, for example, use a variable calculated in a previous line to specify a location in a tax table—for example, TABLE2 (1, LI002+2, RETVAL).

You can use only one table lookup for a formula line.

Conditionals

You can use the IF(*x*)TH(*y*)EL(*z*) function (If-Then-Else) to evaluate formulas conditionally



In the example above, lines LI001, LI002, and LI003 establish values. Line LI004 then uses the If-Then-Else function to evaluate and select the value to use in the rest of the formula.

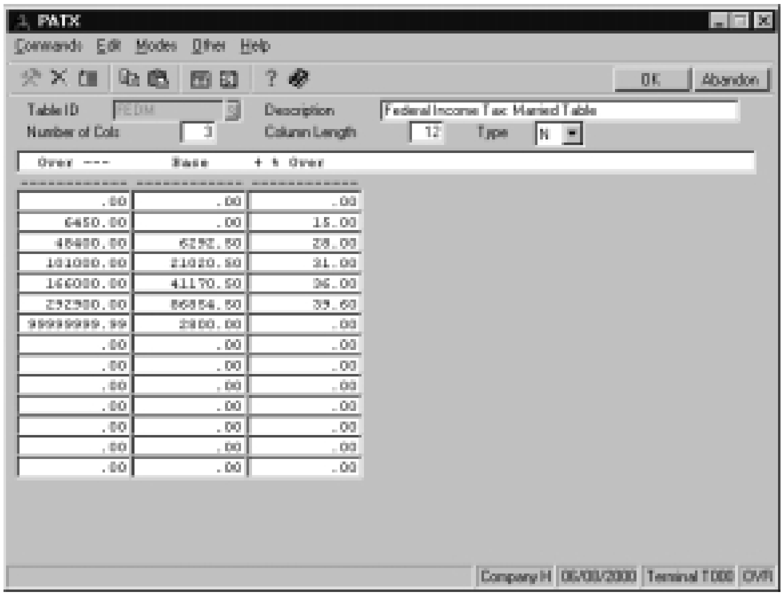
Formula Examples

To get an idea of how formulas and tables work together, read the examples below.

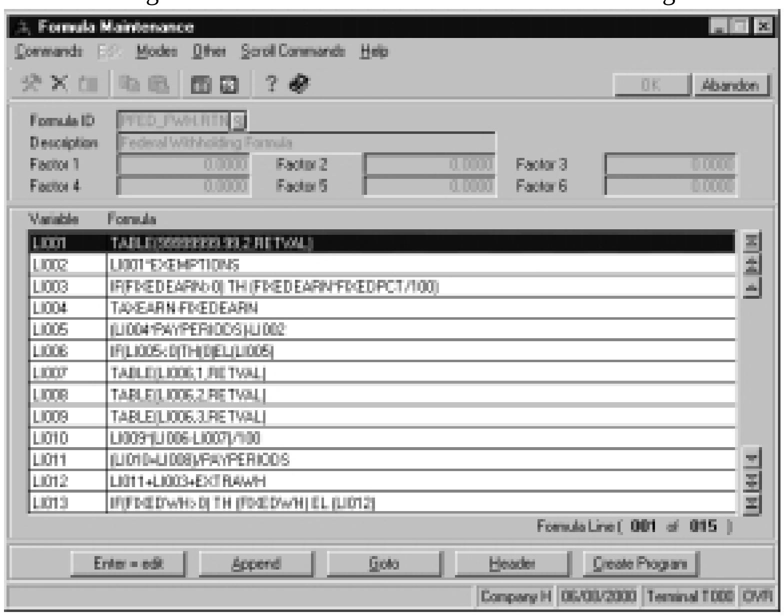
Federal Withholding

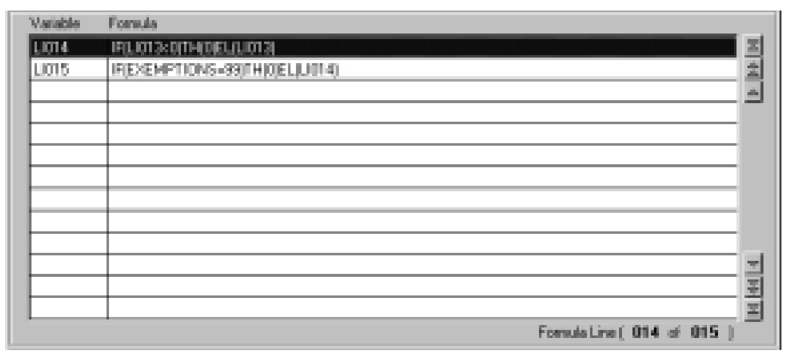
When you establish federal tax authorities in the Tax Authority Setup function, you specify both the formula ID and tax table ID associated with the federal withholding code.

The federal withholding formula PFED_FWH.RTN uses the tax table FEDM:



The following formula is used to calculate federal withholding:





1. The table lookup checks the first column of the FEDM tax table until it finds a number larger than 99999999.99. Because there can be no larger number, the table returns the value found in the second column of the last line: 2800. Variable LI001 is equal to 2800.

2. Variable LI002 is the product of LI001 times the value of the variable EXEMPTIONS (the number of federal exemptions claimed by the employee; this information is taken from the PAEGxxx file).

3. Line LI003 employs a conditional function. If the value of the variable FIXEDEARN (the total fixed earnings for the employee) is greater than zero, that value is multiplied by the value of FIXEDPCT (the fixed percentage for the withholding tax), and then divided by 100. Variable LI003 is equal to a fixed withholding dollar amount.

4. Fixed earnings are subtracted from taxable earnings.

5. Variable LI004 is multiplied by the total number of pay periods. Variable LI002 is then subtracted from the product.

6. If the value of LI005 is less than zero, zero is used. Otherwise, the value of LI005 is used.

7. The table lookup uses LI006 to find the appropriate line of tax table FEDM; it then returns the value from column 1, which is LI007.

8. The table lookup uses LI006 to find the appropriate line of tax table FEDM; it then returns the value from column 2, which is LI008.

9. The table lookup uses LI006 to find the appropriate line of tax table FEDM; it then returns the value from column 3, which is LI009.

10. LI007 is subtracted from LI006. This number is then multiplied by LI009. The product is divided by 100.

11. LI010 is added to LI008; the sum is divided by the number of pay periods.

12. LI011 is added to LI003 and the value of EXTRAWH (the employee’s extra withholdings, if any).

13. Line LI013 is equal to one of two values. If the employees fixed withholding amount is greater than zero, it is equal to that number. If the employees fixed withholding amount is zero, LI013 is equal to the value of LI012.

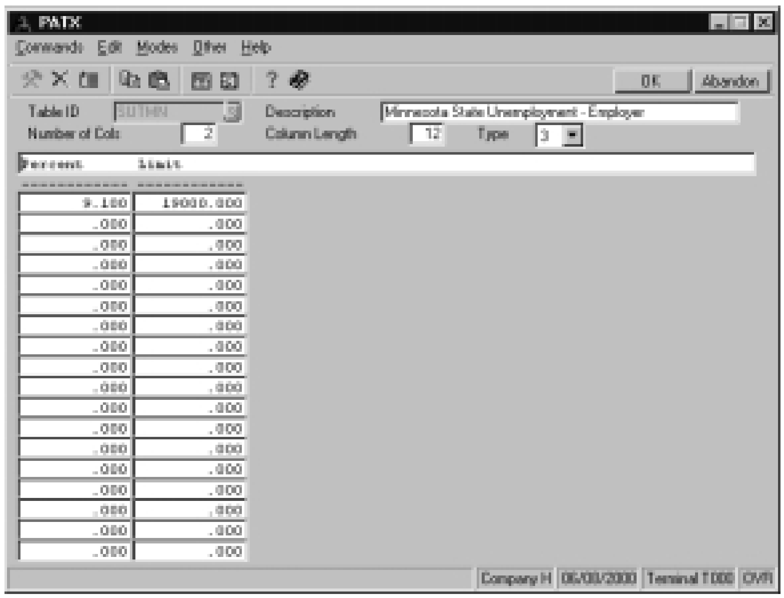
14. If the value of LI013 is less than zero, the value of LI014 is zero. Otherwise, the value of LI014 is equal to LI013.

15. The result of the entire formula is the result of its last line. In this case the result is based on a conditional. If the number of federal exemptions is 99, the result of the formula is zero; if not, the result of the formula is equal to LI014.

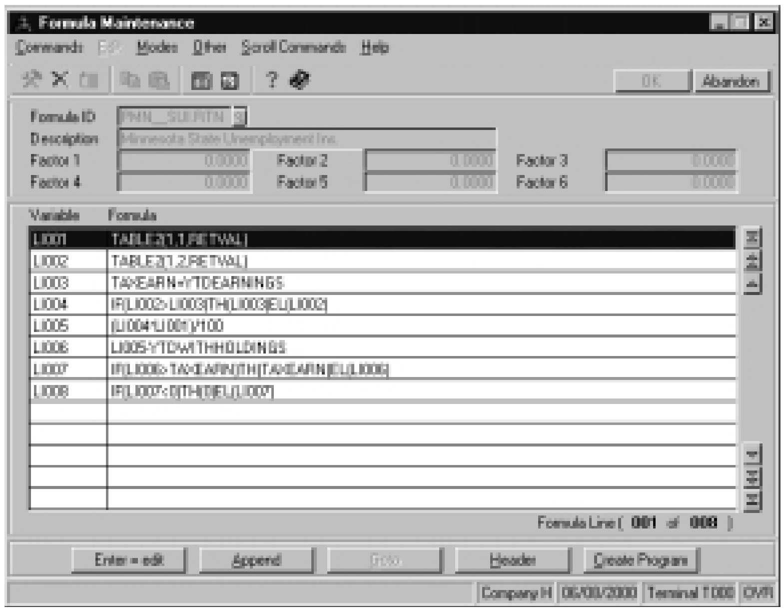
State Unemployment Insurance

When you establish state tax authorities in the Tax Authority Setup function, you specify both the formula ID and tax table ID associated with the withholding code.

The Minnesota state employer-side unemployment withholding formula PMN__SUI.RTN uses tax table SUTMN.



The following formula is used to calculate Minnesota state employer-side unemployment withholding taxes:



1. The TABLE2 function looks for the value in line 1, column 1 of the tax table, which in this case equals 9.10.
2. The TABLE2 function looks for the value in line 1, column 2 of the tax table, which in this case equals 19000.
3. TAXEARN (taxable earnings) is added to YTDEARNINGS (year-to-date earnings for that withholding).
4. Line 4 of the formula employs the conditional function; in this case the result is the smaller of LI002 or LI003.
5. The value established in LI004 is multiplied by LI001; the product is divided by 100.
6. YTDWITHHOLDINGS (year-to-date withholdings) is subtracted from LI005.

7. The conditional function is used to determine the value of LI007. If LI006 is greater than TAXEARN, LI007 is equal to TAXEARN; if not, LI007 is equal to LI006.

8. The result of the entire formula is the result of its last line. In this case the result is based on a conditional. In this case if LI007 is less than zero, the result of the formula is zero. If LI007 is greater than zero, that is the result of the formula.

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